

Coronavirus COVID-19 Update

17th March 2020

Business Continuity Update

Whilst Morson is taking into account UK Government advice, we wanted to provide some best practice guidelines to keep you and your families safe during this difficult and uncertain time.

We recommend that you defer to guidance issued by the client that you work with for clarification regarding the measures they have put into place. However, some things to consider are;

1. Where possible, you should consider rearranging all non essential travel (both personal and work related)- to be discussed with the relevant client and on site contact.
2. We encourage that where possible public events (internal and external) are rearranged.
3. All meetings, where possible and agreeable to the client, should be conducted via conference call or business Skype, until otherwise notified.
4. Remember to wash your hands as you enter and leave your place of work.
5. Where possible, remote working should be temporarily increased for designated staff and those at increased risk of infection as per the government guidelines. Please discuss this directly with your client contact.
6. Individuals should continue to maintain clean workspaces. place used tissues in the bin, regularly wipe phones and keyboards and keep a generally hygienic work space.
7. Contractors over 70 should have discussions with their client contact and recruitment consultant as a matter of urgency to discuss self isolation provisions as per the government guidelines.

All of the above should be discussed with your client contact and/or recruitment consultant.

Coronavirus COVID-19

GUIDANCE FOR CONTRACTOR WORKFORCE

You **must** follow the Health and Safety guidance specifically relating to Covid-19 provided by the Client for whom you are currently working. Your personal well-being and safety and that of your family is of primary importance to us and should you have any questions you should email your Morson contact.

You should at all times be following the current Government guidance which provides that :-

All individuals should avoid 'non-essential' travel, including personal travel.

Where possible Individuals should avoid physical contact with others.

Anyone in the same house as someone who has a cough or fever should also isolate for 14 days. Where possible, whilst-self isolating due to other family members showing symptoms, contractors that are not incapacitated should work from home.

All contractors aged 70 and above should begin self isolation- please discuss with your client contact.

All Contractors should avoid public gatherings, venues, pubs, clubs and other public spaces.

Any Contractors in self-isolation should NOT return to the business before contacting your client contact and/or your Morson contact to ask about next steps.

With regards to continuation of your work and payment for your services, this will be considered and reviewed on a client by client basis. As is normal and usual we are in close communication with all our clients who have confirmed they will advise us of their intentions in advance with regards to continued access to their sites and the requirement for our contractors to continue to provide their services. We will ensure that we pass to you any information provided to us as soon as we receive it. If you should be told anything in advance of us contacting you please ensure that you contact us so we can take such measures as may be appropriate.

As you will appreciate the advice and situation is changing on a daily basis, but we are committed to ensuring we take all steps possible for the purpose of protecting our contractor community and maintaining business as usual wherever possible.

Coronavirus COVID-19 Preventative Guidance

How to avoid catching germs

Quite simply, good personal hygiene and keeping your working environment clean are the best and most effective way to protect yourself.

- Use hand gels where available.
- Wash your hands - soap or hand gel can kill the virus.
- Cover your mouth and nose when coughing or sneezing - ideally with a tissue or your sleeve.
- Avoid touching your eyes, nose and mouth.
- Don't get too close to people coughing, sneezing or with a fever.

Where can I get further information?

Guidance

Advice for home isolation

Updated 28 February 2020



Coronavirus (COVID-19):
Overview / Advice for Travellers
Common Questions



Coronavirus (COVID-19):
UK government response



Coronavirus COVID-19 Preventative Guidance

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



**This will help stop the spread of
colds, flu and the Coronavirus.**



Coronavirus COVID-19 Preventative Guidance

CORONAVIRUS 2019-nCoV

MORSON

SYMPTOMS



FEVER

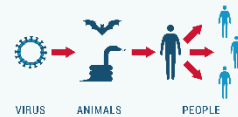


COUGH



SHORTNESS
OF BREATH

HOW IT SPREADS



SYMPTOMS
MAY SHOW UP
2-14 DAYS LATER



THERE IS
NO VACCINE YET

PREVENTION



WASH HANDS WITH
WATER AND
SOAP/SANITIZER,
AT LEAST 20 SECONDS



AVOID CONTACT
WITH SICK PEOPLE



DON'T TOUCH EYES,
NOSE OR MOUTH WITH
UNWASHED HANDS



DON'T EAT RAW FOOD,
THOROUGHLY COOK
MEAT AND EGGS



AVOID CONTACT WITH
ANIMALS AND ANIMAL
PRODUCTS

IF YOU ARE INFECTED



STAY AT HOME



AVOID CONTACT
WITH OTHERS



COVER YOUR NOSE
AND MOUTH WHEN
SNEEZING



KEEP OBJECTS AND
SURFACES CLEAN



WEAR
A SURGICAL MASK

TRAVEL ADVICE



AVOID TRAVELLING TO
AFFECTED AREAS
UNLESS NECESSARY



MAKE SURE YOU HAVE
ALL NECESSARY
VACCINATIONS AND
TRAVEL MEDICATION



SEEK ADVICE FROM
YOUR HEALTHCARE
PROVIDER



DON'T TRAVEL
IF YOU HAVE FEVER
AND COUGH



IF YOU BECOME SICK
WHILE TRAVELLING
SEEK MEDICAL CARE
IMMEDIATELY