BUSINESS CONTINUITY MANAGEMENT: RESPONSE TO COVID-19

Scitech has implemented a **COVID-19** mitigation plan incorporating current UK government guidance. The mitigation plan aims to reduce risk to personnel, their families, colleagues, our clients and our supply chain. The key points of our mitigation plan are summarised below:

- All of our UK office-based staff have been reallocated to work from home. Our offices in Godalming and Cardiff are closed. Our Antwerp office has been partially reopened and follows the Belgian Government's advice and constraints.

- Home-based workers are equipped with all of the working and communications methods available to them in our offices.

- Potential impact on our projects is being closely monitored and will be notified to our clients and suppliers as appropriate.

- For UK-based staff, there is no work travel outside the UK until further notice.

- There is no non-critical work travel inside the UK.

- Travel within the UK for client meetings, visits to sites, etc. will only take place where business critical and should involve the minimum number of people. There is a general presumption of avoidance of such travel. For meetings, Skype or MS Teams is used wherever possible.

- Where work travel is needed, public transport is not to be used.

- Face-to-face staff meetings, training, CPD, etc. requiring multi-person physical attendance have been cancelled, but are continuing via Skype or MS Teams wherever possible.

- Scitech's construction sites continue to operate where agreed with clients, with additional site controls and rules for social distancing and hygiene, including the prevailing CLC and UK Government guidance.

- Staff have been briefed on procedures in the event of displaying symptoms or coming into contact with people displaying symptoms.

- Scitech has implemented an increased level of access for pastoral and professional care for our staff, and implemented thrice-weekly whole-company briefings.

- Scitech is keeping its plan under review, will revise it as necessary and will communicate changes as appropriate.

Scitech.
Perfect outcomes

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