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Company Memo

Date: 18th March 2020

RE: Covid-19

After an unprecedented few months, the Covid-19 (Coronavirus) has reached the UK and the cases and, sadly, deaths are increasing on a daily basis. This has left the government making a series of recommendations to help contain the virus and attempt to slow its spread. A summary of the guidance can be found on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

Whether directly or indirectly, this has had an enormous impact of everybody's lives, and we must all take reasonable steps to protect ourselves and our loved ones around us. For this reason, Falcon is doing everything in its power to protect its employees the best it can. For example, every employee over 70 years of age or if you have underlining health problems, Falcon will recommend them to either work from home, if this is possible, or self-isolate. We urge everyone to read and follow the government and NHS guidelines and if you feel you have any symptoms or if you have been in contact with anyone who has contracted Covid-19 or any of its symptoms, we urge you to self-isolate. For your information we have enclosed our health bulletin on this subject.

Each employee who falls into the above category has been contacted, but if anyone has an underlining health issue that they are concerned about, and have yet to receive a phone call, they should contact their line manager immediately.

To date, the construction industry hasn't been as badly affected as other industries such as tourism, leisure or retail. Many of you will be aware that the stock markets around the globe have, in some cases, halved in value and they are still falling. Within the next few weeks, we are expecting some construction sites to close. This will obviously result in some of our tower crane operators being forced into self-isolation for a period of time.

As a business, we are well equipped to deal with this disruption, and we will work with our customers and employees to limit the impact this has on everyone's lives. We do not anticipate having to make any redundancies in the short term, and there will be no disruption to employees' pay or rate of pay. This, of course, will be reviewed on a monthly basis and is dependent on how severe the disruption is and how long it is sustained for. For any employee who is unable to work following a positive test for Covid-19, they will have to self-isolate. For those who are involved in a construction site which has closed due to Covid-19, they will be paid Statutory Sick Pay (SSP) from day one.

We will continue to urge all our employees to follow guidelines and recommendations as they become available. We will update our workforce on this issue every 1 - 2 weeks.

During this time of heightened sensitivity, we feel it appropriate to draw your attention to our Internet Policy, which clearly states that "no confidential information is permitted to be posted regarding Falcon's employees". Should this occur, action will be taken in line with our company policy. All of us, employer and employee alike need to look out for each other and any form of cyber bullying will not be tolerated. Yesterday, there were the first signs of inappropriate information being posted on social media. It is sad that the people responsible are acting in such a foolhardy and insensitive way and they should be in no doubt that any recurrence will be punished immediately.

Thank you for your time and stay safe!

Yours sincerely

Andrew Brown
Commercial Director

THE LARGEST INDEPENDENT TOWER CRANE SUPPLIER IN THE UK



Health Bulletin Date: Updated 17 March 2020

Issued by: Health and Safety Department

CORONAVIRUS-Covid-19

Information

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and Symptoms

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- dry cough with no running nose
- difficulty in breathing
- fever with a temperature +37.8 degrees

How it is Spread

From what we know about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knobs or shaking hands then touching your own face)

There is currently little evidence that people who are without symptoms are infectious to others.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Preventing the Spread

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#)
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See [hand washing guidance](#)
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

How to avoid catching or spreading coronavirus

DO:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell

DON'T:

- do not touch your eyes, nose or mouth if your hands are not clean



If you are operational: please ensure you follow guidelines issued by site.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

How Long Can the Virus Survive?

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by **72 hours**.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

Advice for staff returning from travel anywhere else in the world within the last 14 days

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

Further information is available on the [PHE blog](#) and [NHS.UK](#).

Face masks for the general public are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.

Advice is in place for [what to do if you have returned in the last 14 days from specified countries or areas](#) which is being updated on an ongoing basis.

With regards to travel information to China or other countries for individuals working in the UK, we recommend following the Foreign and Commonwealth Office (FCO) country advice pages that are split into categories

At present, FCO advises against all travel to Category 1 countries

Currently, there are minimal cases outside the listed areas and therefore the likelihood of an individual coming into contact with a confirmed case is extremely low.

These staff can continue to attend work unless they have been informed that they have had contact with a confirmed case of COVID-19

If individuals are aware that they have had close contact with a confirmed case of COVID-19 they should contact NHS 111 for further advice.

The latest country information is available on the [NaTHNaC Travel Pro website](#).

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19

If the person has not been to specified areas in the last 14 days, then normal practice should continue.

If someone becomes unwell in the workplace and has travelled to China or other affected countries, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace

For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID19 are awaited. In particular, there is no need to close the workplace or send other staff home at this point. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take.

What to do if a member of staff or the public with confirmed COVID-19 has recently been in your workplace

Closure of the workplace is not recommended.

The management team of the office or workplace will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.

The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Advice on cleaning of communal areas such as offices or toilets will be given by [the Health Protection Team](#). and is outlined later in this document.

When individuals in the workplace have had contact with a confirmed case of COVID-19

If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice. These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the [home isolation advice sheet](#)
- they will be actively followed up by the Health Protection Team
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call NHS 111 for reassessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

Certifying absence from work

By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for the employer to determine what evidence they require, if any, from the employee. This does not need to be fit note (Med 3 form) issued by a GP or other doctor.

Your employee will be advised to isolate themselves and not to work in contact with other people by NHS 111 or PHE if they are a carrier of, or have been in contact with, an infectious or contagious disease, such as COVID-19.

We strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to stay at home due to suspected COVID-19, in accordance with the public health advice being issued by the government.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Handling post, packages or food from affected areas

Employees should continue to follow existing risk assessments and safe systems of work. There is no perceived increase in risk for handling post or freight from specified areas.

Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

Rubbish disposal, including tissues

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, you will be instructed what to do with the waste.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

At Risk

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

FTCS are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.

This group includes those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):
- chronic (long-term) respiratory diseases, such as [asthma](#), [chronic obstructive pulmonary disease \(COPD\)](#), emphysema or [bronchitis](#)
- chronic heart disease, such as [heart failure](#)
- [chronic kidney disease](#)
- chronic liver disease, such as [hepatitis](#)
- chronic neurological conditions, such as [Parkinson’s disease](#), [motor neurone disease](#), [multiple sclerosis \(MS\)](#), a learning disability or cerebral palsy
- [diabetes](#)
- problems with your spleen – for example, [sickle cell](#) disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as [HIV and AIDS](#), or medicines such as [steroid tablets](#) or [chemotherapy](#)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- those who are pregnant

Group/Action	Wash hands more often	Household isolation for 14 days*	Self-isolation for 7 days**	Social mixing in the community***	Having friends and family to the house	Use remote access to NHS and essential services****	Vary daily commute and use less public transport	Home working
0 – 69	Yes	Yes	Yes	Advised against	Advised against	Advised	Advised	Advised
70+	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Any age Member of vulnerable group with an underlying health condition ¹	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Pregnant women	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Those with serious underlying health conditions	As above, but further bespoke guidance will be provided by the NHS next week							

* if one member of your family or household has a new continuous cough or high temperature

** if you live alone and you have a new continuous cough or high temperature

*** for example cinema, theatre, pubs, bars, restaurants, clubs

**** for example via telephone or internet

¹ such as anyone instructed to get a flu jab each year

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Social distancing

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible
3. Work from home, where possible. Your employer should support you to do this. Please refer to [employer guidance](#) for more information
4. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
6. Use telephone or online services to contact your GP or other essential services

Everyone should be trying to follow these measures as much as is pragmatic.

For those who are over 70, have an underlying health condition or are pregnant, we strongly advise you to follow the above measures as much as you can, and to significantly limit your face-to-face interaction with friends and family if possible.

This advice is likely to be in place for some weeks.

Stay at home if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

How Long For?

- if you have symptoms, stay at home for 7 days
- if you live with other people, they should stay at home for 14 days from the day the first person got symptoms

If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.

If you have to stay at home together, try to keep away from each other as much as possible.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Action Plan

- Heads of Departments are to carry out immediate Dynamic Risk Assessments based upon the above information.
- Scrutinise high risk individuals and act accordingly for social distancing
- Maximise awareness with toolbox talks. Note: Coronavirus pneumonia is a dry cough with no runny nose. If you have a runny nose and sputum it is merely a common cold.
- Increase water intake to flush potential virus into the stomach where-by it will be neutralised
- Use of Nitrile Surgical Gloves where possible and frequent application of hand sanitiser gels
- Increased cleaning regime

Regular cleaning during the day. To include canteens, kitchens, drying rooms, changing rooms, toilets, office tea areas/ kitchens, handrails, offices, desks, IT equipment, printers and photocopiers, everything touched frequently using anti-bacterial wipes and disinfectant sprays.

Office Desks and work surfaces are to be left clear each night so that they can be cleaned and disinfected.

Environment: Internal doors are to remain open assisted with a maximum flow of outside air from windows

Posters and toolbox talks are to be provided in order to highlight the need for all facilities to be kept clean by users.

Employees to ensure high standards of hygiene within their own workspace. Isolate equipment.

Reduce overcrowding. Stagger employee patterns particularly during break times.

Avoid meetings. Alternate means of communicating are to be explored such as conference calls.

Operational

- Management of Field Operations Teams are to be constantly monitored.
- Teams are to be standardised to avoid the possibility of cross team contamination.
- Client and Site Rules are to be sought and protocol followed.
- Tower Crane Operators if feeling the signs and symptoms are to be removed from site – replacement drivers are recommended to clean the cabs with anti-bacterial wipes, especially regularly touched items such as joysticks. Regular use of hand sanitiser is recommended.
- Transport fleet operations are to where possible avoid equipment (tractor unit) sharing. Where this is not possible a deep clean regime and sanitation of cabs will be necessary.

Depot Monitoring

Infra-Red Thermometers are to be utilised daily to check individuals resting core temperature and nominal roll documented. Concerns must be raised when temperatures exceed 37 degrees.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Business Continuity Planning

Communication with stakeholders is key

The decision will be made by the Board of Directors in alignment with FTCS Policy following a risk assessment.

Decisions will be carried out in line with government guidelines.

Circumstances will change daily and may require facilities to shut down at short notice.

News: Constant monitoring of latest live links on media feeds will provide instant up to date situational information.

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager



HM Government



Coronavirus

Wash your hands more often for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



For more information and the Government's
Action Plan go to nhs.uk/coronavirus

CORONAVIRUS
**PROTECT
YOURSELF
& OTHERS**

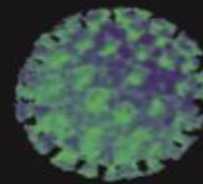
Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Coronavirus

Isolate yourself

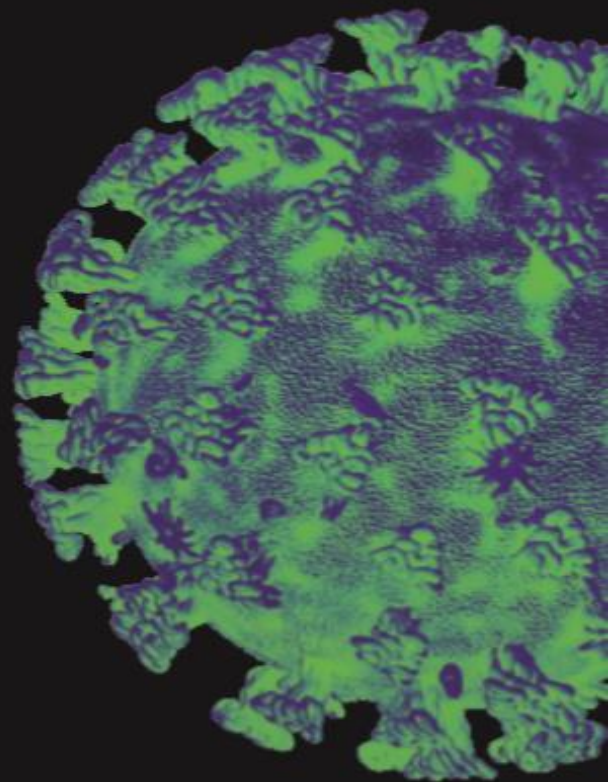
Stay at home



If you have a high temperature or a new and continuous cough – even if it's mild

- ✔ **Stay at home** for 7 days from the first symptom and keep away from others.
- ✘ **DO NOT** go to the GP or hospital.
- ✔ **Go to NHS.UK** to check your symptoms and follow the specialist medical advice. Only call NHS 111 if you can't get online or your symptoms worsen.
- ✔ **Protect** older people and those with existing health conditions by avoiding contact.

Find out how to isolate at home at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)



CORONAVIRUS

**PROTECT
YOURSELF
OTHERS &
THE NHS**

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Reporting/Seek advice:

If you need clarification, help or advice contact your line manager



HM Government



Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**

Reporting/Seek advice:

If you need clarification, help or advice contact your line manager

Other References and links

How to stay informed:

Find the latest information from WHO on where COVID-19 is spreading:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

Advice and guidance from WHO on COVID-19

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.epi-win.com/>

How to stay informed:

Find the latest information from the government website on COVID-19 guidance:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid19/guidance-for-employers-and-businesses-on-covid-19>

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#guidance-forhealth-professionals>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings>

Reporting/Seek advice:

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