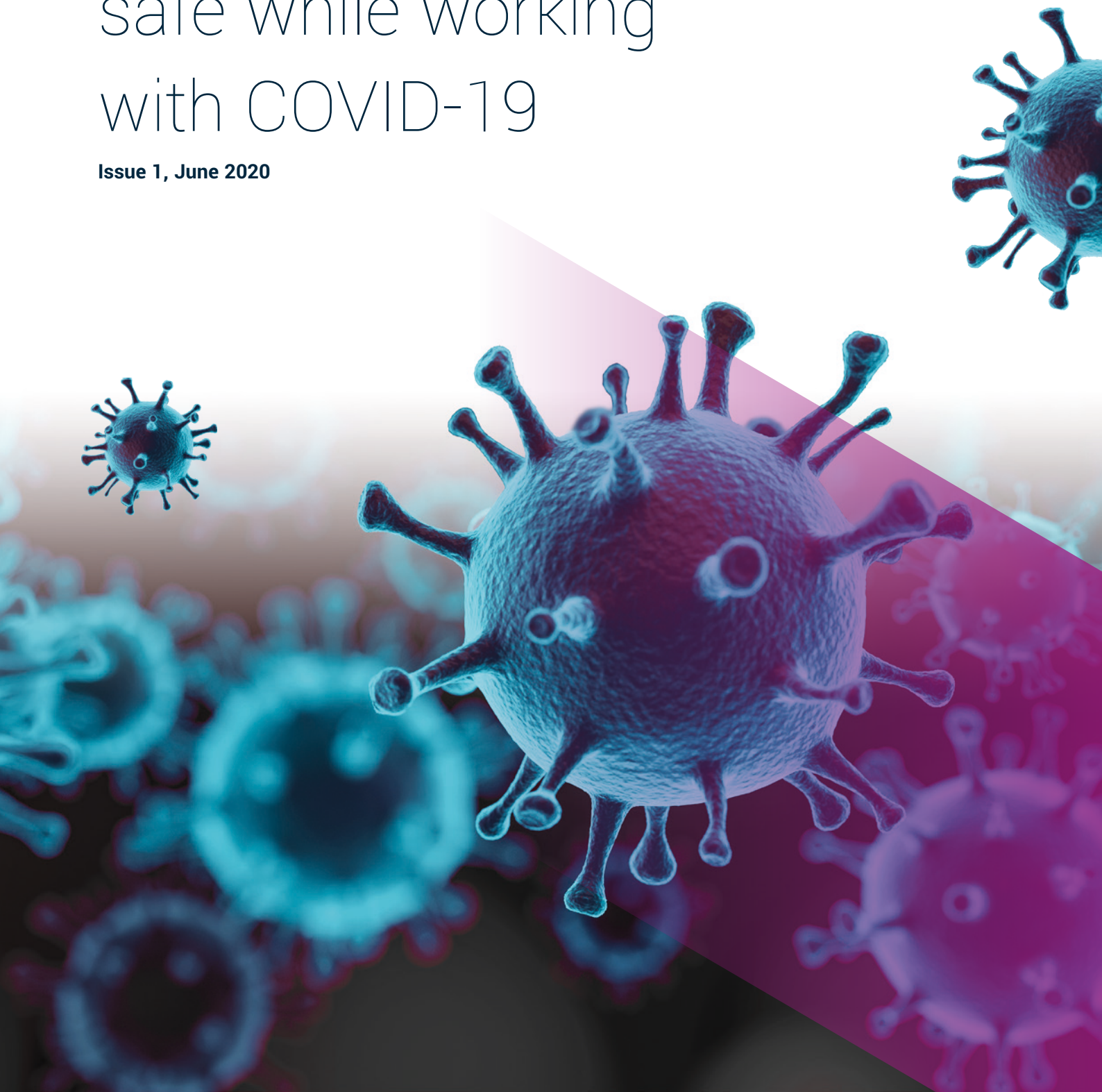# QINETIQ

**COVID-19 SAFETY MEASURES**

# Making our sites safe while working with COVID-19

**Issue 1, June 2020**

# Contents

# Message from Steve Wadey, Chief Executive Officer

With people around the world dependent on us for their safety and security, and to enable the safety and security of others, it's never been more important to look after our own health and wellbeing. Living with COVID-19 has become part of our daily lives and I hope you and your families are managing to keep safe and well.

Thank you for the positive and engaging approach you are taking in this very challenging situation. I know from the many stories I hear that you are continuing to deliver for our customers, while also managing your own and your families' health and wellbeing. This has not been easy and I have huge respect for all your efforts.

In this ever-changing environment, we are committed to:

1. Protecting your health and wellbeing, and that of your families
2. Continuing to deliver for our customers, essential for national defence and security
3. Sustaining our company for the long-term

The world has changed and our processes and behaviour need to adapt to this new situation, in line with our three priorities. Our preference remains for as many people as possible to work from home. However, with measures changing, our sites and locations are ready for us to gradually return to site. Please only do so where it has been agreed with your manager.

With COVID-19 remaining a serious risk, we have put in place measures to protect the health, safety and wellbeing of our people when working on site. The details, including the behaviours we expect of each other, are set out in this guide. Please do take the time to read it carefully as it's important that we all understand how we can work together to keep ourselves and each other safe and well. Also, you must complete the mandatory training before you come onto one of our sites.

It is the responsibility of all of us to do the right thing, and this includes speaking up when we think something is wrong and is compromising our standards. Please be reassured that if you feel your health and wellbeing is at risk, you have my full support in calling a STOP. If you would like to talk to someone about health and safety concerns, please do speak to your manager, a member of the Environment, Health & Safety team or your employee engagement representative. You should also continue to report incidents through your local reporting mechanism.

Our business exists to protect what matters most, particularly in complex times, and that includes you and your family, as well as our customers. So we have to work together, support each other, and find new ways to deliver on our commitments, maintaining the wellbeing of everyone around us as we do. I believe that by collaborating, engaging and communicating as teams we will come through this together and be stronger for it.

Thank you.

# About this guide

We are committed to providing a safe, healthy and secure working environment, for our people, contractors, visitors or anyone who may be affected by our activities. As a result of the current COVID-19 pandemic, we are enabling as many of our people are possible to work from home. Where this is not possible or where you need to work in collaboration with others, and in agreement with your manager, you can work on site. To ensure you are able to do so safely, we have established procedures and guidance which is further supported by mandatory training.

This guide explains the practical steps and guidance we are taking to prevent and control COVID-19 on our sites. It provides a comprehensive overview of how we have prepared our sites, how we are ensuring these standards are maintained, and how we can work together to prevent transmission.

- If you are a QinetiQ employee, this guide will help to reassure you that we are taking the actions required to protect the health and wellbeing of our people, as well as provide advice on what you can do to keep yourself and your colleagues safe
- If you are a manager, please use this guide – alongside the other materials provided – to help your teams understand what we're doing and their role in preventing the transmission of COVID-19
- If you work in an area where you are responsible for any of the COVID-19 measures, please use this guide as the standard required to protect our people
- If you are visiting a QinetiQ site, this guide will help you to understand the actions we are taking and how you can help us to protect you and others around you

Working with our people, we will continue to monitor and review our approach to COVID-19 and update this guide as required based on the latest risk evaluation and recommended corrective measures.

These are exceptional circumstances where the impact of and response to COVID-19 is fluid. As a result, our approach may need to be applied differently within the various countries in which we operate and at different times. As advice may vary by in-country governments, each QinetiQ business must adapt these recommendations to address specific local requirements while following the policy. In addition to the information in this guide, please ensure you are familiar with and adhere to the latest in-country advice issued by the local government at all times.

# Navigating this guide

Our first priority is to protect your health and wellbeing. This document provides you with safety protocols and steps we are taking to help keep you safe.
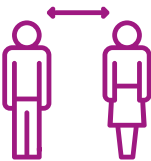
What's in this guide and what you need to do:

### Managing and assessing risk

If you are working on site you will receive a local briefing from your Manager on the requirement for any risk assessment

If you are required to manage risk you should review these principles to ensure they are incorporated in your risk assessment

### Looking after ourselves and each other

If you are working on or visiting a QinetiQ site, it is important that you read this section

### Making our sites safe

If you are working on site, your manager will brief you on what is happening in your work area. However, you may find this section useful in understanding our global approach

If you are in control of a site, you will need to review these requirements in relation to your site and ensure the information in this guide is followed

### Travel

If you are travelling for business, you will need to read this section

If you are a line manager, you need to understand these principles and ensure your people are appropriately briefed

### Communication

If you are working for QinetiQ, it is important that you read this section

### Training

If you are working for QinetiQ, it is important that you read this section

# Section 1: Managing and assessing risk

If you are working on site you will receive a local briefing from your Manager on the requirement for any risk assessment.

Recognising that we carry out a wide variety of work activities and operate in multiple sites globally, we have established a set of fundamental principles and expectations to minimise the risk of contracting COVID-19. These apply to both business-related activities carried out by our people on customer sites, as well as those on QinetiQ-managed locations.

We have developed these principles in conjunction with our people and have shared the significant findings and resulting control measures through numerous channels, such as town halls, news items, Q&A sessions, guidance documents, emails, posters and local briefings. As well as communicating these risk control measures, we are reinforcing and reviewing them on a regular basis.

Based on definitive sources such as Public Health England, the World Health Organisation, Safe Work Australia, Center for Disease Control and other in-country guidance, we have assessed the risk to our people and followed the control measure hierarchy to develop controls across the following topic areas:

– General control measures in place to enable people to work safely and precautions they must take
– General requirements for contractors to work safely and precautions they need to take
– General requirements for visitors who may attend our sites
– Local response arrangements for dealing with suspected/confirmed cases of COVID-19
– Emergency response situations
– Business travel, within country and internationally

**Fundamental principles**

Our fundamental approach is to adhere to national safeguarding measures. Based on current knowledge of COVID-19 the principles and expectations we have developed and implemented across QinetiQ include:

– General control measures in place to enable people to work safely and take precautions:
  - Where people can work safely and securely at home, they must continue to do so and only work on site if agreed with their Manager
  - Strict adherence to self-isolation requirements, following in-country guidance and medical advice
  - Universal requirements for regular hand and respiratory hygiene
  - Setting out specific controls for groups of employees based on vulnerability criteria
  - Maintaining physical distancing wherever possible, redesigning tasks as required to achieve this
  - Applying a strict hierarchy of controls to manage risk to "as low as reasonably practicable"
  - Considering COVID-19 risks alongside other risks to ensure no additional risks are introduced
  - Using dynamic/point of work risk assessments to reflect how work needs to be done in real time
  - Reinforcing the ability for anyone to raise concerns, stop the job if necessary, and how we will support them
  - Recognising that if an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, agreed safe ways of working established, or appropriate equipment used, to ensure the safety and health of our people or others around them, then it must not take place

– General requirements for contractors to work safely and precautions they need to take:
  - Ensuring COVID-19 is included as a hazard in all their work activity risk assessments
  - Complying with site-imposed control measures and co-operating with site operators

– General requirements for visitors who may attend our sites:
  - Holding meetings and events virtually wherever possible
  - Implementing pre-arrival checks for potential visitors
  - Strict supervision to ensure visitors follow local rules

– Local response arrangements for dealing with suspected/confirmed cases of COVID-19:
  - Appropriate plans implemented to protect individuals and others on site, held by Head of Site
  - Communications processes to ensure consistent messaging
  - A review of local risk assessments to ensure controls remain appropriate

– Emergency response situations:
  - Response plans reviewed to ensure they cover the COVID-19 risk for employees and emergency services, held by Head of Site
  - Facility changes made to enable physical distancing to be maintained during evacuation and assembly

– Business travel, within country and internationally:
  - Business-critical travel only, as agreed at the appropriate senior leader level
  - Preceded by risk assessment for countries involved and using a trip-specific travel safety plan
  - Booked only through the local QinetiQ travel provider
  - Adopting country-specific travel guidance where that is in place

# Section 2: Looking after ourselves and each other

If you are working on site you will receive a local briefing from your Manager on the requirement for any risk assessment.

We're committed to looking after the health and wellbeing of our people. The COVID-19 pandemic is an emotionally challenging situation, changing day-to-day life in unprecedented ways. It's important that we recognise that each of our feelings and circumstances are different, take time to listen and understand each other's views and concerns, and consider these feelings when making decisions or taking action.

There are a number of ways you can get help and support:

- Our Employee Assistance Programmes provide you, and your immediate family members, with a range of health, welfare and lifestyle benefits that can help to prevent and deal with issues that might adversely impact your health and wellbeing.
- The Mental Health First Aiders network support colleagues who are experiencing mental health challenges or emotional distress.
- The wellbeing pages and community on the Global Portal provide a range of information, resources and discussion, including articles and case studies on dealing with COVID-19.

If you work for QinetiQ, further information can be found on Global Portal.

## Procedures to look after yourself

### Take responsibility for ourselves and each other
- If you are experiencing symptoms of COVID-19 or any other illness, please stay at home
- If you become unwell while on site, please speak to a manager or host
- Take notice of all the latest communications
- Make sure you're taking the right precautions, such as PPE
- Talk to your manager if you need to work on your own
- Report injuries and unsafe equipment, practices or conditions

### Follow social distancing rules
- Follow one way systems, and allow for extra time if needed
- Only use the lift/elevator if you have to, and adhere to capacity
- Avoid all personal contact, such as shaking hands, handling parcels
- Use the phone, email or instant messaging to contact internal teams

### Practice the very highest hygiene standards
- Wash your hands often
- Keep shared areas, such as kitchens and bathrooms scrupulously clean
- Clean down your immediate area or desk before and after using the space

### Be aware
- Look to see who is around you and make sure you can maintain a safe distance, such as passing someone on the stairs
- Stay in corridors or shared spaces for the shortest possible time, and avoid loitering
- Minimise surface contact by only touching what you need to

### Speak up
- If you are worried about anything, speak to someone; a colleague, manager, site host, employee representative, Health & Safety Team
- Feel confident to say STOP if you think you or your colleagues are being put at risk
- Use the Confidential Reporting system, if you feel that you need to report something that you can't talk to someone else about

# Section 3: Making our sites safe

If you are working on site you will receive a local briefing from your Manager on the requirement for any risk assessment.

**Before opening**

Any site or location that has been closed, vacated, or partially operated, will be cleaned, including:

– Verifying that work areas are appropriately cleaned before reoccupation
– Opening windows and doors frequently to encourage ventilation where possible

**Keeping the workplace clean**

To keep our sites clean and prevent transmission by touching contaminated surfaces, we are:

– Cleaning workspaces more frequently, paying close attention to high-contact objects like door handles, keyboards and light switches
– Providing hand-sanitiser at entry and exits points and where hand-washing facilities cannot be reasonably provided
– Frequently cleaning work areas and equipment between uses, using our usual cleaning products, with schedules based on risk assessment outcomes
– Ensuring adequate disposal arrangements for cleaning products
– Ensuring mobile equipment is appropriately cleaned prior to use and periodically throughout the shift if used by multiple operators, as identified in the risk assessment
– Providing cleaning products within the workspace to ensure our people can carry out additional in-situ cleaning
– Encouraging the clearing of workspaces and removal of waste and belongings from the work area at the end of a shift or work day
– Limiting the use of high-touch items and equipment (e.g. printers, whiteboards)
– Enhancing cleaning in busy areas, as determined by the risk assessment
– Cleaning any area where there is a known or suspected case of COVID-19

**Hygiene, hand-washing, sanitation facilities and toilets**

To help everyone to maintain good hand and respiratory hygiene through the working day, we are:

– Publicising good hand-washing techniques; the need to increase handwashing frequency, avoiding touching your face and to cough or sneeze into a tissue which is then disposed of safely
– Providing hand-sanitiser in relevant locations
– Putting in place clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible
– Providing more waste facilities and more frequent rubbish collections where needed



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COVID-19 SAFETY MEASURES

Cleaning

Help prevent the spread of COVID-19 by keeping surfaces that are touched often clean

1 Clean up surfaces

2 Disinfect surfaces

1/3 cup chlorine bleach* + 1 gallon water   1min
*Approximately 6%

3 Wash your hands
20sec

Disinfecting products must be EPA-registered. Always read and follow manufacturer's directions.

**Changing rooms and showers**

To minimise the risk of transmission in changing rooms and showers, we are:
– Ensuring clear use and cleaning guidance for showers, lockers and changing rooms so that they are kept clean and clear of personal items and social distancing is achieved as much as possible
– Enhanced cleaning of all facilities during the day and at the end of the day; frequency determined through assessing the risk and potential for exposure

**Handling goods, merchandise and other materials and onsite vehicles hand hygiene poster**

To reduce transmission through contact with objects and vehicles that come onto site, we are:
– Ensuring cleaning procedures for goods and merchandise entering the site
– Ensuring cleaning procedures for vehicles
– Ensuring hand-washing facilities are in place for anyone handling goods and merchandise and providing hand-sanitiser where this is not practical
– Ensuring regular cleaning of vehicles that may be taken home
– Stopping non-business deliveries, for example, personal deliveries

**Heating, ventilation and air conditioning**

Good ventilation is encouraged to help reduce the risk spreading COVID-19, as it maximises the air flow.

Systems which recirculate air to different rooms will normally be turned off and fresh air and ventilation encouraged. Where such recirculation systems cannot be turned off, a specific risk assessment may need to be conducted by an appropriately qualified engineer to understand risks and appropriate control measures needed to protect against COVID-19.

Ideally and where possible, increase ventilation through opening windows and doors to boost natural ventilation to occupied spaces as much as practicable, although this may not always be possible due to external temperatures or security implications.

There may be specific circumstances where using a desk fan is needed to support ventilation, such as a contained single-occupancy office without any mechanical ventilation and with poor natural ventilation. All personal risk assessments carried out to minimise COVID-19 risk to specific people (e.g. vulnerable individuals) should consider individual circumstances and record whether or not it is appropriate to use desk fans.

**Statutory testing and equipment safety**

An emerging consequence of the COVID-19 pandemic is the challenge faced in meeting the requirements to test plant and equipment in order to meet statutory in-country requirements and legislation. For example, lifting equipment, pressure system safety or other work equipment legislation.

Difficulties may arise because:
– Reduced availability of engineers to complete test and inspection due to sickness absence or self-isolation as a direct result of COVID-19
– Refusal of engineers to enter a duty holder's premises to carry out test and inspection due to concerns over social distancing arrangements being adequate
– Plant and equipment being unavailable for test and inspection if a site or area is closed due to COVID-19

Test and inspection is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption.

A full review of the statutory controls relating to the building and assets must be conducted prior to the site or work area reopening. These must include the following, although others may be relevant to your site:
– Lifting equipment (including passenger and goods lifts/elevators)
– Pressure systems
– Heating/ventilation systems (HVAC)
– Fire alarm systems
– First aid equipment
– Water systems
– Working at height equipment
– Electrical systems

# Social (physical) distancing

**Common principles**
- Review all the situations, tasks and processes where people (including customers, contractors, and visitors) interact closely with each other
- Calculate the number of people it is acceptable to have in an enclosed space at any one time
- Review whether it is necessary to split work shifts to reduce the number of people onsite at any given time
- Review whether it is necessary to stagger working day start times to reduce load on entry points and in the workspace
- Restrict access to enclosed spaces to essential workers or others as agreed
- Reduce the number of people utilising common areas at a given time by staggering break and lunch schedules
- Review whether the layout of the site or work area, including entry/exits, corridors and stairwells need to be modified to reduce people being close to each other
- Display signs that mark required social distances
- Review work tasks that, due to the nature of the work or for health and safety reasons, can only be performed if people are in close contact and identify and implement measures to mitigate against infection transmission
- Verify that work area social distancing plans are implemented
- Put in place measures to communicate the need to practice social distancing

**Accidents, security and other incidents**
- In an emergency (for example, an accident or fire), people do not have to stay the required distance apart if it would be unsafe
- People involved in the provision of assistance to others should pay particular attention to hygiene measures immediately afterwards including washing hands

**Arriving and leaving site**
- Stagger arrival and departure times to reduce crowding into and out of the site
- Provide additional facilities (such as bike racks) to enable people to walk, run or cycle to work
- Limit passengers in corporate vehicles (for example, leaving seats empty on minibuses)
- Enable more entry points where needed to reduce congestion
- Provide more storage for clothes and bags, reflecting an increase in people walking or cycling to work
- Enable one-way flow at entry and exit points, with associated signage
- Provide hand-washing facilities, or hand-sanitiser where this is not possible, at entry and exit points

**Moving around buildings and worksites**
- Reduce movement by discouraging non-essential trips within buildings and sites (for example, restricting access to some areas, encouraging use of radios or telephones)
- Propose routes outside buildings to move about
- Restrict access between different areas of a building or site
- Reduce job and location rotation
- Introduce more one-way flows through buildings
- Reduce maximum occupancy for lifts/elevators, providing hand-sanitiser for the operation and encouraging the use of stairs wherever possible
- Ensure people with disabilities are able to access lifts/elevators
- Regulate use of high traffic areas including corridors, lifts/elevators, turnstiles and walkways
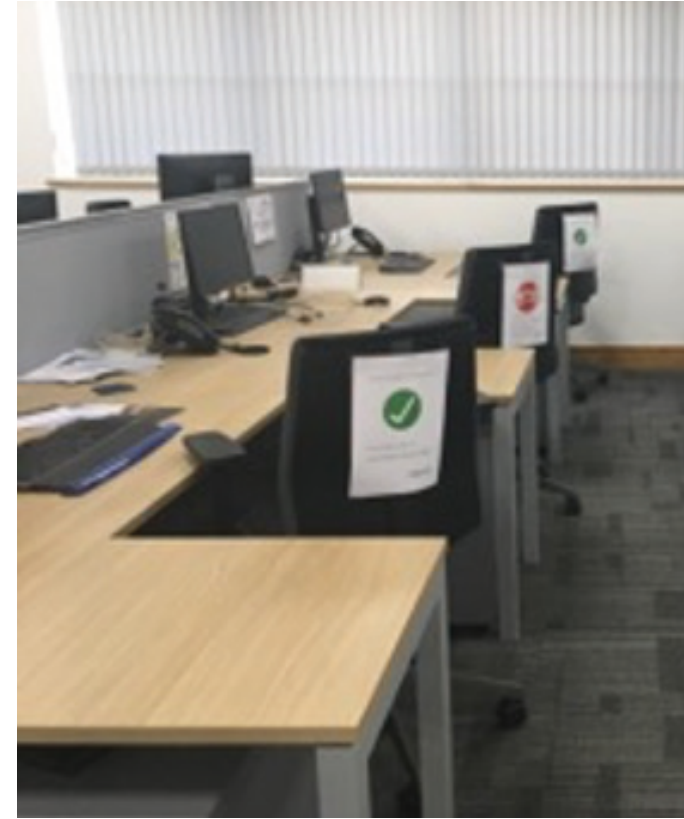
**Work area and workstations**
- For people who work in one place, workstations are assigned to an individual and not shared
- Where it is necessary to share, this should be by the smallest number of people possible
- Hot desks and spaces are cleaned and sanitised between different occupants, including shared equipment
- If it is not possible to keep workstations apart by the required distance, we will consider if the activity needs to continue and, if it does, take all mitigating actions possible to reduce the risk of transmission
- Layouts and processes have been reviewed to allow people to work further apart from each other
- Floor tape or markings in place to help people to keep the required distance
- Where it is not possible to move workstations further apart, arrangements are in place for people to work side by side, facing away from each other, or using screens
- Managing occupancy levels to ensure that we are able to maintain standards with the number of people in a particular area

**Meetings**
- Introducing remote working tools to avoid in-person meetings
- Only necessary participants should attend meetings where social distancing should be maintained throughout
- Arrangements in place to avoid transmission during meetings, for example avoiding sharing pens and other objects
- Hand-sanitiser available in meeting rooms
- Meetings held outdoors or in well-ventilated rooms wherever possible
- Regularly used meeting rooms have floor signage in place to help people maintain social distancing

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**COVID-19 SAFETY MEASURES**

## Washing your hands

Rub hands for hand hygiene. Wash hands when visibly soiled
Duration of the entire procedure: 20-30 seconds

| 1a | 1b | 2 |
| --- | --- | --- |
| Apply a palmful of the product in a cupped hand, covering all surfaces | | Rub hands palm to palm |

| 3 | 4 | 5 |
| --- | --- | --- |
| Right palm over left dorsum with interlaced fingers and vice versa | Palm to palm with fingers interlaced; | Backs of fingers to opposing palms with fingers interlocked |

| 6 | 7 | 8 |
| --- | --- | --- |
| Rotational rubbing of left thumb clasped in right palm and vice versa | Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa | Dry hands thoroughly with a single use towel |

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**COVID-19 SAFETY MEASURES**

## How to put on, use, take off and dispose of a mask

1. Before putting on a mask, wash hands with alcohol-based hand rub or soap and water

2. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water

3. Replace the mask with a new one as soon as it is damp and do not re-use single-use masks

4. To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

### Common areas
− Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas (e.g. receptions, staircases)
− Break times staggered to reduce pressure on break rooms or kitchen areas
− Safe outside areas for breaks
− Additional space freed up by remote working
− Encourage you to bring your own food and beverages onto site
− Seating and tables reconfigured to maintain spacing and reduce face-to-face interactions
− Shared facilities, such as on-site gyms, training areas and canteens, remaining closed until they can safety operate in line with in-country advice
− All sites with kitchen (self-service) or breakout areas shall consider implementing the following (as appropriate to the site):
  - Posters, signage and floor markings to remind each other of social distancing and personal hygiene requirements
  - Signage, posters, markings or barriers to denote the maximum occupancy for the area, or distancing between kitchen equipment (e.g. microwave, fridge, sink etc.)
  - Supply of cleaning products for individual use
  - Increased frequency of cleaning for any handles, work surfaces and high-touch contact points

### Smoking areas, shelters and cycle racks
− The layout of smoking areas or shelters should be reviewed and measures put in place to encourage social distancing
− Where necessary, a maximum capacity should be agreed locally between site management and users

### Signage
− Sites will need to co-ordinate to ensure that appropriate COVID-19 related communications are implemented on site
− Posters and signage should deliver clear messaging and be tailored where appropriate to site specific requirements

# Personal Protective Equipment and face coverings

**PPE**

PPE protects the user against health or safety risks at work. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. To keep people safe and healthy through ensuring they have access to the necessary PPE and other supplies to support daily operation, we are:

- Assessing the risk to understand how and where PPE needs to be used to protect people against the risk of COVID-19
- Ensuring adequate supplies of masks, gloves, hand-sanitiser and other supplies deemed necessary are provided
- Ensuring people have access to the right training and information regarding the use of PPE

**Face coverings**

The evidence on the use of face coverings is limited, but there are some circumstances when wearing a face covering may help us prevent you spreading the virus to others and reduce the spread of the disease if you are suffering from COVID-19 but not showing symptoms. We are managing our exposure to COVID-19 through implementing preventative principles such as good hand and respiratory hygiene alongside social and physical distancing measures and ensuring our people have access to relevant information about how the virus can spread and what we can do to prevent this. Therefore the wearing of facial coverings must not be used as an alternative to any of these other precautions. Although we are not supplying face coverings, except where there are separate in-country requirements, it remains an individual choice if people want to wear their own in the workplace, as long as strict hygiene measures are observed for their use, handling, storage and disposal and their use does not compromise or impact other measures put in place to protect health or safety.

# Managing customers, visitors and contractors

To minimise the number of unnecessary visits to our sites and locations and make sure people understand what they need to do to maintain safety when receiving visitors on site, we are:

- Using remote connection/working where this is an option
- Providing guidance before visiting and on arrival at site, including:
  - Social distancing and hygiene requirements
  - Risk assessment and agreed ways of working
- Limiting the number of visitors at any one time
- Limiting visitor times to a specific time window and restricting access to required visitors only
- Where possible, revising schedules for essential services and contractor visits to reduce interaction and overlap between people
- Putting in place visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in reception
- Establishing host responsibilities and providing any necessary training for people who act as hosts for visitors
- Putting in place entry and exit routes for visitors and contractors to minimise contact with other people
- Working collaboratively with landlords and other tenants in multi-tenant sites where there are shared working spaces

**Controlling access and reception areas**

To reduce the amount of close contact while entering and leaving a building, and at reception points, we are:

- Reviewing entry and exit points to ensure social distancing is not compromised and people are aware of any changes in place
- Putting in place arrangements to avoid people gathering in groups when entering and exiting the site/building etc.
- Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases
- Ensuring social/physical distancing principles are adhered to
- Ensuring appropriate signage is in place to visually mark out required social distancing
- Where necessary, installing screens to protect anyone working in reception areas
- Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in reception
- Reviewing the need for hand-sanitiser at reception points

# Section 4: Travel

If you are working on site you will receive a local briefing from your Manager on the requirement for any risk assessment.

**Common principles**
– Only essential travel should be undertaken, with remote ways of working considered first
– Overseas travel should only proceed if it is considered essential and the relevant authorisation to travel is in place
– All travel must be booked through the local QinetiQ travel provider which will ensure we know who is travelling and, if there is an emergency situation, where you are and how to reach you
– A travel plan must be in place where you must understand any requirements to be met for the country you are travelling too, and for when you return to your own country
– The travel portal on the Global Portal provides information on our travel processes

**Driving**
– Where company vehicles are used for travel, the occupancy should be limited to the driver only
– If a task requires more than more person (e.g. loading, unloading) alternative arrangements shall be evaluated to get the resource to the required location
– If additional passengers are required and the social distancing principles cannot be followed, a risk assessment must be in place to assess the risk of COVID-19
– The driver is responsible for cleaning the controls and handles after every use using appropriate cleaning products
– Where hire cars are used, the same requirements for occupancy apply and the hire company should provide reassurance that the car has been appropriately cleaned prior to rental; you should verify this with the hire car company before using the vehicle
– Where you are using your own vehicles for company business trips, you should satisfy yourself that the car has been adequately cleaned before use

# Section 5: Communication

If you are working on site you will receive a local briefing from your Manager on the requirement for any risk assessment.

We all have a responsibility to keep up-to-date with all the latest communications and take action as a result, including any health and safety notice instructions or notices displayed locally.

The latest Group communication on the situation regarding COVID-19 can be found on the Global Portal COVID-19 Information Hub and the COVID-19 Bulletin. Where these channels are not in place, content is incorporated into local channels.

The COVID-19 Information Hub includes up-to-date information on COVID-19 controls and associated resources (e.g. remote working guidance, wellbeing resources and links to key external information). It also includes links to country-specific information and guidance.

If you are visiting another site, or are an external visitor, you will be provided with an overview of the COVID-19 requirements at that site on arrival. This includes measures in place to protect yourself as well as guidance on how we can help to keep each other safe. This information can also be sent out to visitors before travelling to a site.

Our aim is to provide clear, consistent and regular communications to improve understanding and consistent of ways of working and to explain any agreed changes in working arrangements. To support this we are:

– Ensuring meeting rooms and shared areas have appropriately displayed posters to show the number of people allowed in the space
– Providing reminders on how to keep surfaces clean in shared areas such as kitchens
– Providing information on desks to remind you to clean the space before and after you use it
– Displaying posters that remind us of the measures we need to take, such as social (physical) distancing, good hand and respiratory hygiene

**Working with our managers**
Managers have been provided with specific information to enable them to brief team members prior to them returning to site. Your manager will talk to you about what to expect, how we are working, and what it means in relation to your role.

If you are a manager, it is important that you:

– Provide clear, consistent and regular communication to ensure understanding and consistency of agreed ways of working on site
– Engage with your teams through existing communication routes and employee representatives to explain and agree any changes in working arrangements
– Ensure communication and training materials are accessible and provided for our people prior to them working on site, especially around new procedures for arrival at work

# Section 6: Training

If you are working on site you will receive a local briefing from your Manager on the requirement for any risk assessment.

Before working onsite, you must complete a mandatory training programme, which includes information and advice on:

- Our company position on responding to COVID-19, including the requirement to work from home where possible
- Information about COVID-19, including symptoms, how it spreads and what to do if you have symptoms or suspect you may have contracted the virus
- How to prevent catching the virus, including good hygiene practices and why these are the most effective means of control, and social (physical) distancing principles
- Risk management, mitigation and communication
- Agreed ways of working on site
- Changes in working arrangements while on site
- New procedures in place for arrival at work

This training is available on the QinetiQ Learning Zone. Where this is not available, training will be provided locally.