

COVID- 19 Policy

The new coronavirus disease, officially named COVID-19, has been declared a pandemic by the World Health Organization. As the virus continues to spread extensively, it's posing a significant challenge to many organisations.

Air Equipment is committed to its health and safety of its staff, visitors and customers and will be updating this policy regularly to ensure it reflects Government advice as this evolves.

The COVID-19 Policy applies to all employees who physically work in the office and all remote staff including sales employees and engineers.

This policy will outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

- If you are showing flu like symptoms, such as persistent cough or high temperature, you must self-isolate for 7 days as per government guidelines.
- If any person you are living with shows flu like symptoms, you must self-isolate for 14 days as per government guidelines.
- Members of staff who can work at home are working at home. Only members of staff whose job prevents them working from home will be in the office. In this case we will keep a maximum of one member of staff in a room at a time. Other members of staff who would usually work within the same office will work from home and this will be rotated on a weekly basis.
- As a company we are reducing the number of unnecessary visitors to the premises.
- All high-risk employees are now working from home, as are members of staff who have small children if other care arrangements cannot be arranged.
- Engineers will still be available for breakdown, repair and service work where needed but precautions must be made and social distancing must be adhered to at all times.
- Staff must not congregate in common areas or the workshop, if you need to talk to someone this must be at 2 metre distance as per government guidelines to social distancing.
- If engineers are working in the workshop, gloves must be worn at all times especially when sharing tools and machinery.
- Employees visiting customer sites must keep a distance of 2 metres from any person onsite and must wear gloves as soon as they leave their vehicles and remove when leaving site.
- Engineers must self-sign their tablets once jobs have been completed to avoid customer contact with tablets.
- Tablets and phones should be wiped with antibacterial wipes frequently.
- Hands must be washed on a regular basis; we suggest, as a minimum, before and after each job and when returning to and from the office.
- Avoid touching face throughout the day.
- Use hand sanitiser gel when required.
- Use tissues when coughing and sneezing and dispose of tissue in suitable bin.



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- Avoid hand shaking and physical contact.
- Our goods in desk has now been closed and all goods delivered should be left in designated delivery/pick up area.
- Engineers must return all parts to AC shelf and not enter the parts department to avoid contact with other members of staff.
- Work desks and computer equipment should be wiped with anti-bacterial wipes at least daily and at other times as required.
- If there is work to be completed that involves more than one engineer, we will go through a thorough risk assessment and determine whether the work can be completed in alignment with government guidelines.
- Only one engineer can travel in a vehicle at any one time.
- Extra PPE is available to all staff specifically engineers i.e. Gloves, disposable overalls and masks.

Ian Billington
Managing Director

A handwritten signature in black ink, appearing to read 'I. Billington', written in a cursive style.

30th March 2020