



Important brief regarding COVID 19 – 16/03/2020

The information about the current Coronavirus is a challenging health issue and government and health experts are constantly reviewing the situation. As such, while this guidance is up to date at the time of writing, it will be updated as and when any changes are required.

Redstone Associates and Redstone Projects are following government guidelines and for now it remains business as usual. All our offices and our Training Centre is still open. If this situation changes we will notify everyone accordingly.

Staff are being advised that if they are feeling unwell and have any of the symptoms, then they should follow Government guidelines regarding medical help and self-isolating <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>.

This guidance continues to remain as:

Symptoms:

At the time of writing the common symptoms are:

- Respiratory symptoms
- Fever, cough
- Shortness of breath
- Breathing difficulties

Hygiene:

- 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 immediately
- Wash your hands with soap and water often – do this for at least 20 seconds
- Try to avoid close contact with people who are unwell
- Don't touch your eyes, nose or mouth if your hands are not clean

In addition to our usual office cleaning and the above hygiene guidance, we have instructed all our offices to carry out daily cleaning of areas that are most at risk, i.e. desk areas, door handles, phones and keyboards and this will be done with disinfectant and anti-bacterial products. Hand sanitiser is also available for everyone who comes into the office to use.

All our colleagues have remote access to our IT systems and will be able to work from home should we need to close an office or encourage self-isolation. This will help ensure that we can operate as usual and minimise the impact to our client businesses.

This Policy will be updated in accordance with Government daily statements which will commence from Monday 16th March 2020.

Managing Director: Andrew Johnstone

