**COVID-19 ACTION PLAN**

In view of the current unprecedented pandemic the country and the world are facing, we would like to communicate the steps APTITUDE TRAINING AND SAFETY is taking in these uncertain times.

Our priority is the safety of our work force. As such, APTAS expects its personnel and supply chain to act in accordance with government directives regarding hygiene and self-isolation. In addition, we also recognise that we need to understand the potential impact that the pandemic could have on the workforce/supply chain and the subsequent impact on project delivery.

Whilst this situation is unforeseen and we are not able to predict the full impact that will be caused by this pandemic, we can take steps to mitigate and manage any negative impact.

**Domestic Travel**

* Staff are to comply with all Government regulations and imposed travel restrictions and bans.
* Minimise all non-essential internal travel between sites/face to face meetings – utilise Conference Calls, Zoom, and Skype/and other digital meeting facilities where possible.
* Minimise all non-essential meetings where external visitors attend a company site.
* For customer facing roles, continue business as usual, but minimise all non-essential face to face meetings where possible with agreement from your line manager. (Utilise social distancing directives,)
* Where it is necessary to travel – if possible, do so by car, limiting use of public transport.

**Hosting Meetings/Visitors to site, Workshop, classrooms**

* Minimise all guests arriving for non-essential meetings at company sites, utilising telephone/digital channels where possible.
* All visitors should be asked if they have travelled from a high-risk area in the last two weeks, or if they have symptoms of Coronavirus or have been in contact with someone with coronavirus. Any visitor that confirms ‘yes’ to either question, or refuses to answer, will be denied access.

**Site, Workshop, office Management & Project Delivery**

* Sites will remain open and operate as usual until directed otherwise. They are being constantly assessed in line with government directions.
* All sites will operate a site-specific risk register with regards to supply chain, to identify any potential risk and potential mitigation options.
* All sites have reached out to specific supply chains to evaluate and monitor the risk – contingency plans are being reviewed and be implemented to ensure critical items of the business are not affected.
* Our workshop/ office will adhere to strict hygiene rules and staff will be regularly assessed and questioned in line with the latest government directives.

**COVID-19 MITIGATION POLICY**

* Client liaison will be on a site by site basis and any impacting factors will be reported accordingly
* On-going review of current projects to establish the actions that we can take to manage the impact on our employees, the public, our customers and the company

**Covid Action Plan (CAP) Review Meeting**

Due to the ever-evolving nature of the COVID-19 pandemic and to enable the most effective and timely reaction, the business will hold CAP meetings twice weekly to review;

* Current government guidelines of best practice
* Any confirmed COVID-19 cases, both internally and within APTAS supply chain
* Review of all current project positions and risk profiles
* Review any, and all impacts on current projects and their delivery

This Covid-19 Action plan is provided free, and in word format for easy amendment to suit your business requirements. Simply insert your own logo and business name, and amend any points to ensure relevance.