



KGA (UK) Ltd, Trinity Chambers, 10 Ivy Street, Birkenhead, Merseyside, CH41 5EF

Tel: 0151-647 5021 Fax: 0151-647 6955 E-mail: eng@kga.co.uk

KGA (UK) LTD

BUSINESS CONTINUITY POLICY – COVID-19

In light of the recent COVID-19 outbreak KGA (UK) has been developing its Business Continuity Strategy to ensure that the quality and standard of services we offer to our Clients remains as unaffected as possible. KGA (UK) are continually monitoring and updating our procedures in light of the guidance received from the Government, NHS and Public Health Authority on the current COVID-19 Coronavirus outbreak. KGA (UK) are committed to supporting all authorities in the containment of the outbreak whilst still focusing on our commitments to our Clients and maintain our ability to deliver projects in line with our Clients requirements. We are seeking to minimise the impact and risk to our Staff, Clients, Suppliers and end service users by making changes to our Company Policies and Procedures through the implementation of the following measures:

Non-essential travel

- Our Staff have been advised against non-essential business travel. KGA (UK) will endeavour to undertake our current arrangement using alternative methods including SKYPE calls, telephone and video conferencing.
- In all situations we will consider how we can use technology to avoid travel.

Limiting meeting attendees

- Face to face meetings involving more than 10 people in one location will be avoided. This includes meetings with colleagues, Clients, and third parties.
- Wherever possible other electronic methods will be used for meetings or they should be deferred.

Working from home

- We have asked certain members of staff to start working from home, in order to reduce the number of individuals in office space. All staff have access at home to either a work or personal laptop/PC with secure access to our server, with the appropriate software licences, including Revit/Autocad, to ensure that continuity in project delivery can be maintained. Should a total lockdown situation arise, facilities have been put in place to allow all staff to continue to work from home.

Clear-desk policy

- We will enforce a clear desk policy in the office to ensure desks can be cleaned appropriately.

Communications

- All staff contact details including mobile telephone numbers and email addresses will be maintained as existing. We have set up conference call facilities to enable telephone conference meetings to occur.

Self isolation

- All staff are to follow current Government/NHS guidance on self isolation if advised to do so in accordance with our COVID-19 Method Statement.

Personal responsibilities

- We will undertake additional cleaning regimes in the office including guidance on regular hand cleaning with washing facilities available in the work place.

Signed:-  Lee Jackson (Director)

Date:- 19.03.2020