

RR Visitor and Contractor Policy – Coronavirus (COVID-19)

RiverRidge is implementing an enhanced policy on site protection related to the Coronavirus (COVID-19) outbreak, which is aimed at preventing Coronavirus impact on our operating sites and administrative offices.

A key aspect of this Policy is to tighten controls around visitor access to sites and therefore the following interim Visitor Policy has been developed for immediate action. The Policy will be reviewed and updated as circumstances change.

The key aspects of this Policy are

- Any visits that are not Business Critical should cease with immediate effect

- Where a visit is deemed Business Critical additional controls will be introduced as detailed below. For the purposes of this document Business Critical is defined as the visit being ESSENTIAL for the continued safe operation of the site and the Business

Visitors (including Customers)

- Any visit that is not Business Critical should be cancelled or postponed until further notice.
- No non-essential workers (even RR employees) to visit other offices or other operational sites, with conference calls / Skype/ Microsoft teams being used for cross site meetings.
- Business Critical visitors must obtain pre-approval before attending Site by completing a Coronavirus Visitor Declaration Form on arrival. The Form should be reviewed by the designated Site Contact managing the visitor.
- If any of the questions are marked as false, the visitor should not be allowed on site and the Health and Safety Officer and/or Operations Manager informed and forms maintained.

Contractors & Drivers

Contractors are split into THREE categories

1. Regular – Where the same contractor visits Site on a regular daily / weekly basis to complete essential tasks e.g. Office Cleaners, Pest Control, drivers.
2. Non-Regular – One-off or sporadic site visits
3. Emergency – Call outs, emergency response to Breakdown

Regular

Formal contact will be made with the Contracted Company to establish the internal controls they have put in place to protect against the spread of COVID 19. Where the response demonstrates an acceptable level of control a “One Time” pre entry registration will be used.

- The individual Contractors attending site, will be required to complete the Declaration Form, (as above for visitors) this must be reviewed and approved by the responsible Manager.
- If the Declaration form is clear and gives no rise for concern, then the Contractor can continue coming to site to undertake their duties and will not need to complete a separate

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form for each visit.

- It is the responsibility of the Contractor to complete a further Declaration form if their circumstances change;
- The Contracting Company cannot make staff changes without informing the site contact and if a different staff member is to attend site to cover one of the regular contractors, they must complete a Declaration form in advance of attending the site.

If the controls the contracted Company have implemented are **Not Adequate**, then the Non Regular rules apply.

Non-Regular

For Non-Regular contractors the same approach must be followed as for Business-Critical visitors.

- A separate Declaration form must be submitted, reviewed and approved for each individual visit

Emergency

If a Contractor is required to attend a site to respond to a call-out

- If possible, they should complete the Declaration Form when arriving on site.
- The form must be reviewed and approved by their point of contact or RR Manager BEFORE entry to the site is approved.
- If any of the questions are marked as false, the visitor should not be allowed on site and the matter escalated to the appropriate Manager.

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