



Building Options Limited

Suite 4 Business Centre, Store & Secure House,
Yeomans Way, Bournemouth, Dorset, BH8 0BL.

www.BuildingOptions.co.uk

enquiries@BuildingOptions.co.uk

Tel: 01202 798 428

Coronavirus (COVID-19) Statement

Building Options Limited is committed to minimising risk to its employees, supply-chain partners, Clients, third-party colleagues, and members of the general public. Guidance and advice given by Gov.UK, Public Health England, the Department of Health & Social Care, NHS.UK, and other relevant advisory bodies, will be regularly monitored and reviewed. Our statement and policy may be reviewed and adjusted in-line with that information.

Business Continuity Plan (BCP)

As far as possible, we will continue to operate with minimal business disruption, from our own offices, or from the offices/sites of our Clients etc. This will continue unless there is a risk of infection, or if advised / agreed otherwise.

Procedures are in place to work from our own offices or remotely, in order to minimise the risk of infection / spreading the virus. This procedure will be implemented when necessary.

Currently there is no requirement to operate under Quarantine or Lock-down status, unless a specific need arises.

Signs & Symptoms

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough
- Difficulty in breathing
- Fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How it spreads

The spread of COVID-19 is most likely to happen when there is close contact with an infected person. Respiratory secretions produced when an infected person coughs or sneezes, are one of the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres), and possibly inhaling the infection.
- Infection can be spread by touching a surface, object or the hand of an infected person.

The infected person may cough / sneeze, and the respiratory secretions may be on their own mouth, nose, eyes, or on their hands. This can be spread by touching door-handles, shaking hands, or touching a face.

There is currently little evidence that people who are without symptoms, are infectious to others.

Preventing the spread

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#)
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

Health etiquette

To minimise the risk of infection, maintaining good health etiquette and hygiene is essential.

These are the main items that will be adopted at all times:

- Covering the mouth and nose when coughing or sneezing.
- Using single-use disposable tissues.
- Regular handwashing with soap and hot water.
- Maximising the use of hand-dryers or disposable hand-towels (i.e. not linen towels).
- Regular use of alcohol-based hand sanitiser.
- Regular sanitising of phones, electronic devices, equipment, work surfaces, door handles, etc.
- Minimising the risk of accidental sharing of drinking cups/glasses/bottles etc.
- Minimising direct contact with others (i.e. not shaking hands or embracing etc.).
- Using video conferencing, rather than face-to-face meetings.
- Carefully choosing venues for attending face-to-face meetings.
- Minimising the use of public transport.
- Avoiding close contact with people who have recently been abroad.

If a potential risk is discovered

Any person who suspects that they may have been exposed to Coronavirus, or demonstrates any of the potential symptoms of Coronavirus should:

- Immediately contact the NHS 111 service.
- Adopt a "Self Quarantine" procedure until professional medical advice has been obtained.

The next course of action, following a potential discovery, or Third-Party implication.

- An immediate review of the incident will take place.
- We will seek professional guidance on the appropriate course of action to be taken for that specific situation.
- A period of "Quarantine" or "Lock-down" may be necessary, potentially resulting in business disruption.
- We will advise our other employees, supply-chain partners, Clients, third-party colleagues, and members of the general public if necessary.
- Continual review of the situation will take place, until the risk has passed, and the "All-Clear" is received.

Summary

We reiterate our commitment to protect our employees, supply-chain partners, Clients, third-party colleagues, and members of the general public.

- We will do all we can to safeguard against Coronavirus, and to minimise any potential risks.
- We will be understanding to those around us, and of their concerns and potential implications.
- We will respect the decisions of others, whose premises we may be working in, or visiting.
- We will co-operate with all concerned to ensure an appropriate way forward, and to mitigate any implications.

At the end of this document, we have included various infographics, which should also be read.

The Managing Director and senior managers give their full support to this Policy and shall ensure it is communicated, and implemented accordingly.

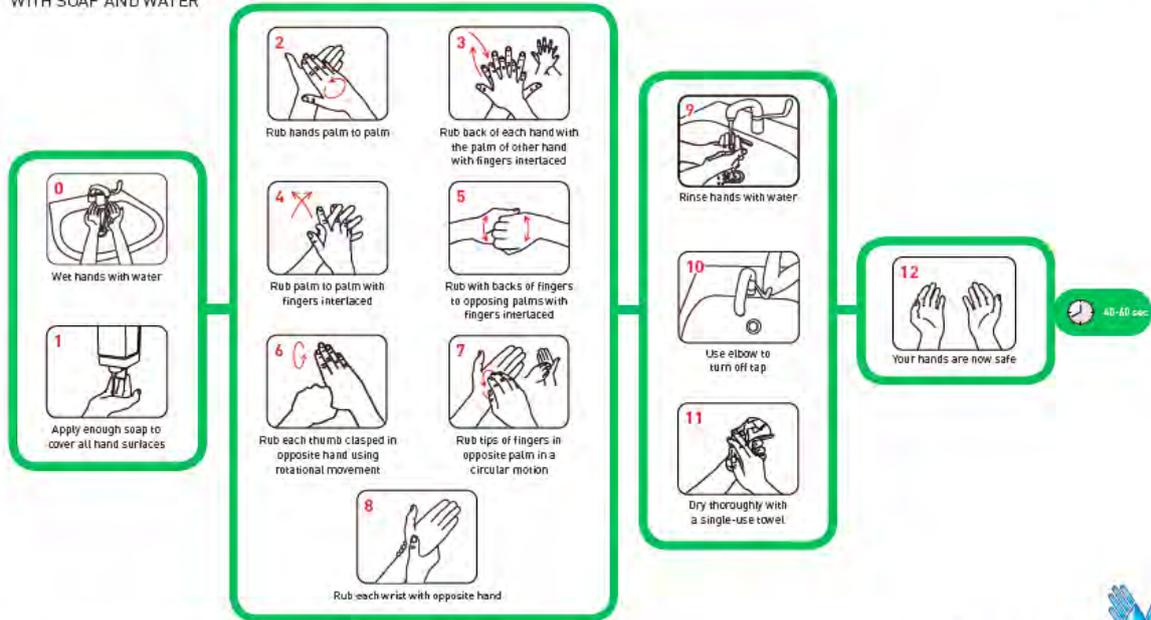


Dario Di-Felice MCIQB
Managing Director
4th March 2020

HAND CLEANING TECHNIQUES

How to handwash?

WITH SOAP AND WATER



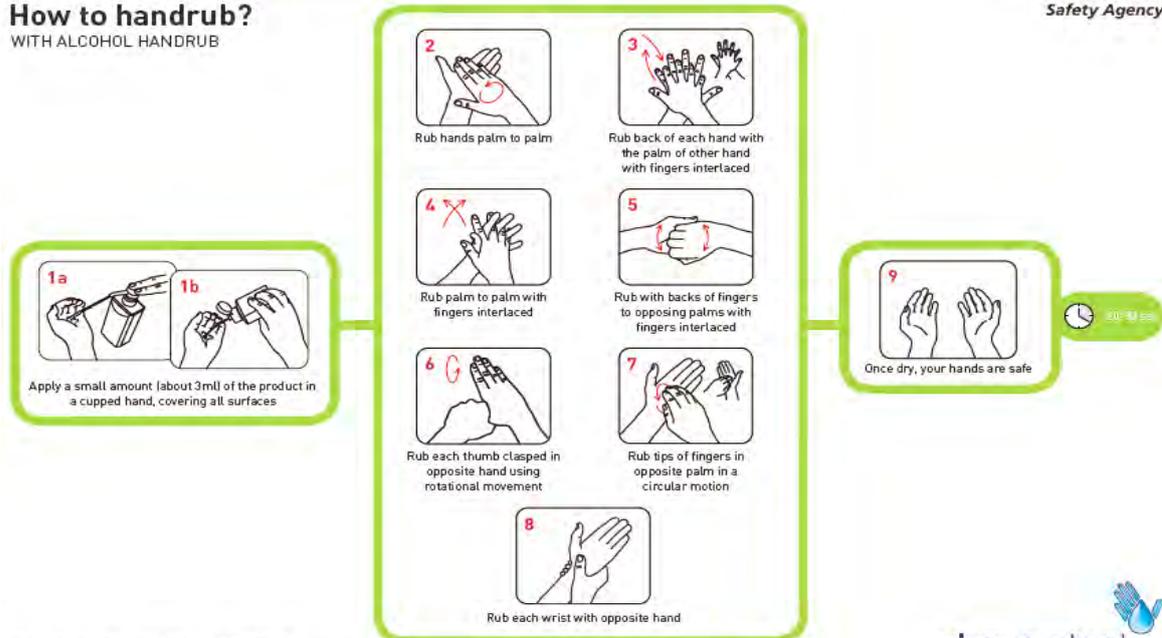
www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

HAND CLEANING TECHNIQUES

How to handrub?

WITH ALCOHOL HANDRUB



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

What should I do to prevent catching and spreading the virus?



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues (then wash hands)



If you don't have a tissue **use your sleeve**



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

Source: NHS

BBC