

8 April 2020

Doc Ref: CVD-001

Dear Customers, Suppliers and Colleagues

Re: COVID-19 Statement

WJ is monitoring the situation carefully and adhering to the advice and guidance provided by the Government and Public Health England (PHE). We will act accordingly if that advice changes. In the meantime our primary consideration is the safety and wellbeing of our employees, customers, suppliers and their families.

About half of our project worksites are operational, our yard and workshop is staffed by reduced essential staff only and our offices are closed. Our technical, managerial, administrative and accounts staff are, where possible, working from home.

Our operational policy is to comply with government advice, which we are monitoring and responding to on a daily basis. We will ensure that operational project sites where we are working implement the Site Operating Procedure developed by Build UK and the Construction Leadership Council. If we consider that sites are not or cannot operate in accordance with PHE guidelines we will take immediate action. The safety of our staff is paramount.

We have already implemented the following precautions:

1. Increased hygiene operations have been put in place across all sites.
2. Measures to stop all non –essential movement of employees.
3. Work-from-home policy for all office based staff.
4. Site based personnel are briefed daily with local client arrangements and additional special measures.
5. Site based personnel have adapted their working procedures to limit colleague contact, maintain social distancing and avoid travelling to the office or yard locations unless absolutely necessary.
6. All staff are strongly requested to follow government guidelines and stay at home when not at work.



7. Processes are in place for identifying, recording and monitoring any employee who has symptoms or has self isolated due to symptoms displayed by a member of their household.
8. Financial and business continuity planning and risk assessment has been implemented.
9. We are making special arrangements and extra support for site based staff who require accommodation.
10. Whilst maintaining supply of materials has been a challenge, we are working closely with our supply chain partners to mitigate any supply issues.

Thankyou for your continued support

A handwritten signature in blue ink, appearing to read 'Richard Fielden', written over a light blue horizontal line.

Richard Fielden
For and on behalf of WJ Groundwater

