

COVID-19 COMPANY VEHICLE POLICY

Policy Statement: The purpose of this policy is to set a safe framework for operational procedures during the COVID-19 pandemic to ensure as far as reasonably practical, the Health & Safety of all affected by our operations while using company vehicles. It should also be applied to staff using their own vehicles for company use and claiming expenses in so doing.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✦ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✦ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Operational Procedures:

- ✦ Staff should familiarise themselves with the requirements of the COVID-19 Risk Assessment and the COVID-19 Method Statements including Business Travel.
- ✦ Any staff with individual or special needs as a result of personal circumstances, caring responsibilities, disability, pregnancy, religious beliefs etc. should bring these to the attention of their department manager.
- ✦ If you or someone you live with have any COVID-19 symptoms such as a new persistent cough, shortness of breath, a fever or loss of taste or smell, **DO NOT COME TO WORK.** Stay at home and report your symptoms to your line manager who can help arrange a test for you. Do not return to work until the symptoms have passed or you receive a negative test.
- ✦ Similarly, if you have received a shielding letter from the NHS or have been instructed by your GP to shield, advise your line manager accordingly.
- ✦ If you become aware either through track and trace or by direct contact from a workplace you have visited that you may have been in contact with someone who has developed symptoms or received a positive test for COVID-19, **STAY AT HOME** and report to your line manager who can help arrange a test for you. Do not return to work until you receive a negative test.
- ✦ All posts should be assessed by the department manager for ability to work from home either full time or on a part time basis.
- ✦ For all staff working from home, a separate Risk Assessment should be carried out by the department manager.

For staff unable to work from home, and who require using a vehicle in connection with their work activities, the procedures below should be followed.

- ✦ Ensure you have complied with the usual McSence requirements regarding proof of driving licence and insurance cover prior to using private or company vehicles for work.
- ✦ Ensure you have read, understood, and comply with the requirements of the McSence company vehicle handbook.
- ✦ Confirm with your departmental manager that you have completed the necessary pandemic related training, comprising a COVID-19 induction, toolbox talks and completion of social care TV infection control module.
- ✦ If you are the regular driver of the vehicle, ensure it is thoroughly cleaned internally at least once per week. If you are not a regular user check to ensure that this has been carried out before accepting the vehicle for use.

- ✦ As a hierarchy of risk, try wherever possible to avoid travelling for work and having to use company vehicles.
- ✦ Immediately prior to entering the vehicle, you must wash your hands thoroughly and again on each occasion you re-enter the vehicle during the day.
- ✦ Sanitiser and antibacterial wipes have been provided in each vehicle for when hand washing is not possible. Please advise your line manager when these are running short so that more can be provided in a timely manner.
- ✦ On first entering the vehicle that day, wipe down all hard surfaces likely to have been touched by the last occupants with the antibacterial wipes provided.
- ✦ When using a company vehicle, ensure you have completed the journey log. This is a normal requirement but is particularly important during the pandemic for track and trace purposes. Please make sure you have recorded details of any passengers conveyed for track and trace purposes.
- ✦ Try wherever possible to travel alone, even if this means we have multiple vehicles being used for the one task. It is important to avoid close contact with others wherever possible, even if this leads to additional cost and/or inefficiency in our delivery.
- ✦ In keeping with normal company policy, do not give unauthorised lifts to non-employees, including members of your own family during business hours.
- ✦ If you must travel with someone else, maintain the same pairings wherever possible and all occupants of the car should wear face coverings, sanitise their hands and avoid touching the same surfaces.
- ✦ On arrival, at the workplace, proceed immediately to wash your hands before entering the work area and do so again at regular intervals thereafter. Make sure you have washed your hands immediately prior to returning to the vehicle.
- ✦ If you are making a delivery or moving materials or equipment that requires more than one person for safe manual handling, avoid person-to-person contact wherever possible, wear face covering if within two meters of each other and wherever possible maintain a constant pairing to minimise those exposed to additional risk.
- ✦ Do not sit in the vehicle when taking a break unless you are alone. Wherever possible, take your break outside the vehicle.
- ✦ Do not prepare or consume food in the vehicle.
- ✦ When work is finished, before leaving the vehicle for the vehicle the day, wipe down all hard surfaces likely to have been touched with the antibacterial wipes provided

Finally, we welcome feedback on this document and would encourage any comments, good or bad, constructive, or otherwise. We have tried to consider all aspects of the business in producing this Policy and have made these requirements on balance with regarding to the many, sometimes competing, issues involved. We recognise they will not suit everyone, but we will try to make changes to accommodate individual needs if these are brought to our attention. The most effective policies and procedures are those people find easy to follow and we will only gain an appreciation of these as we return to more regular work. As such we will adapt this document as we go and would encourage you to feedback your experiences and suggestions to help in that process.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.