



SPE Limited

10 Kingfisher Business Park, Lakeside
Redditch, Worcestershire B98 8LG

T 01527 529809 • F 01527 524980

E info@spe.ltd.uk

W www.spe.ltd.uk

Emergency Call-out: 07850 399732

SPE Coronavirus Contingency Plan

1. Purpose

This document is a written contingency plan to establish SPE's procedures to cover any potential outbreaks of the coronavirus within the Company.

The following objectives have been established to prevent any disruption for our client base:

- Any employee who has returned from other areas of China, or Macao, Hong Kong, Thailand, Japan, Republic of Korea, Taiwan, Singapore, Malaysia, northern Italy, Vietnam, Cambodia, Laos and Myanmar in the last 2 weeks and develops a cough, fever or shortness of breath will be required to self-isolate and be tested for the virus.
- Also, due to the spread of the virus any member of staff who displays the above symptoms will also be required to follow the above process. If a positive reading is returned (along with written confirmation), said member of staff will not be allowed back to work until a period of 14 days has passed and all symptoms have ceased, or a negative reading is confirmed.
- Any member of staff who shares the same household as someone who tests positive will also be required to be tested.

2. Objectives

In the event of an outbreak that results in business closure, the following process will be adhered to:

SPE office staff and engineers will be available to work remotely. Any call-outs will be responded to by one of SPE's trusted and approved tanker sub-contractors in the first instance.

Should a skilled engineer be required further to the tanker visit, SPE will approach a trusted and approved company with engineer availability to attend on our behalf.

We ask that, should a client be aware of any incidence of the virus on their premises or in a member of their staff, SPE is informed prior to any site visit that may be required, so that possible additional precautions may be taken.

SPE personnel will be taking extra precautions whilst on site, as we recognise the potential risk within our industry, however operations shall continue as normal whilst paying enhanced attention to health & safety and cleanliness.

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