

COVID -19

Springfield Properties Action Plan Update



23rd March 2020

Good Morning,

A lot happens in a very short time. These are difficult times but we need to do our bit to ensure that we reduce the spread, protect our employees, subcontractors and suppliers, and keep our build going for our customers.

A lot more detail has been issued over the weekend and I will try and summarise it. As always, please contact HR if any of this is unclear or if you have circumstances that are not covered.

1. Social Distancing

We need to ensure that we work in a manner that supports social distancing. Health and Safety, HR and Marketing will be increasing their focus in this area to ensure that procedures to protect all the above are clearly communicated and followed. If we as an industry can demonstrate that we can work within the guidelines then we will be able to continue working.

2. People

There are a number of different categories that each of you may be in, some may be unclear, speak to HR if in doubt.

a. High Risk

1.5m people will be receiving a letter this week to inform you if you are high risk. HR will follow up with a list identifying what is included in high risk. If you are in this category then you need to stay home for 12 weeks. Your family do not need to self-isolate. This means that if someone in your family is High Risk then you do not have to self-isolate. If you can work from home then you should do so. If you do not receive a letter then contact your doctor. Play it safe.

b. Increased Risk

Govt advice is that you should socially distance. We are setting it up so that you can work on site, factory and in the office safely and if you can work from home then you should do so.

c. Self-Isolate

If you or your family members have a cough or fever then self isolate for 7 days if alone or the first person to show symptoms, 14 days if a family member shows first. If you can work from home then you should do so.

d. Child care

If you have to care for your children then you can't come to work. If you can work from home then you should do so.

3. Pay

These are extraordinary circumstances and the Govt has stepped in to support business with a range of subsidies. I will try and cover these by category. Please contact HR if this is not clear.

If there are cases of hardship please contact us and we will try and help.

a. High Risk

There are a number of measures that the Govt has put in place. If you can work from home and there is work for you then pay will be as normal. If you can't work from home then it will be Statutory Sick Pay. Holidays should be taken in this 12 week period to support your pay. There will be options to delay credit card payments and finance leases etc, you should explore these.

If you have a member of your family and they are high risk and you do not want to come to work then we won't force you. This will be treated as unpaid leave, please contact us for any cases of hardship.

b. Increased Risk

Govt advice is that you should socially distance. Stay 2m away from other people. This is inconvenient but we should be able to continue working on our sites, factory and in our offices. If you have special circumstances please contact HR. If you can work from home then you should do so. The advice as at today, is you can choose to self-isolate for 14 days and receive SSP, however if you intend to continue to self-isolate after this 14 day period, a sick note will be required from your GP.

c. Self Isolate

If you can work from home and there is work to be done then you will be paid. If you cannot work from home then this will be SSP.

d. Child Care

If you can work from home and there is work to be done then you will be paid. If you cannot work from home then this is treated as unpaid leave. Holidays should be taken in this 12 week period to support your pay. There will be options to delay credit card payments and finance leases etc, you should explore these. Please contact us for any cases of hardship.

e. Furlough

As things stand we have missed properties that we need to build and large affordable contracts. Providing we keep social distancing then we are able to keep working. If we get to a point that there is not productive work to be done then we have the option to offer Furlough pay instead of redundancy. This is 80% of normal pay up to a maximum of £2,500 per month. We are waiting to see the details as to how this scheme will work and what the rules are.

Our objective is to keep our sites running safely with Social Distancing. We have customers that depend on us and a business that needs to operate under these challenging conditions. We want to ensure that everyone will have a job to come back to at the end of this. I thank everyone that is going the extra yard to make sure we get through this. We have a great workforce and I also thank all of you for your loyalty. We are here for cases of hardship, contact us, we will do our best to help.

Take care everyone

Innes