

1. DEALING WITH CORONAVIRUS POLICY FOR GLASSONTIME GLAZIER NETWORK

1.1 INTRODUCTION

Glass Ontime is committed to ensuring the health and safety of our Glass Ontime glazier network and customers. To this end, this policy sets out steps that Glass Ontime is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon our glazier network.

For the safety of our glaziers and customers, this policy must be followed:

1.2 INFECTION CONTROL MEASURES

All Glaziers have been provided with a 'Keep Covid Safe' kit which includes gloves, hand sanitizer and disposable masks. We strongly encourage Glaziers to follow guidelines from the World Health Organisation on infection control, both whilst at work and in daily life. These include:

- Frequently cleaning your hands by using hand sanitiser or soap and water
- When coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands, and
- Avoiding close contact and social distancing guidelines to be adhered to
- Masks & gloves (where feasible) to be worn whilst onsite
- Cashless payments are encouraged to reduce potential contamination



For Customers who have booked a job we ask that you respect social distancing measures and allow our Glaziers to perform their duties in accordance with Government regulations.

1.3 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If Glaziers contract the virus

If Glaziers begin to display symptoms of the virus, Glaziers must follow Government guidance to find out what to do next. Glaziers must seek a coronavirus test and self isolate for a period of 14 days or until advised otherwise and notify Sally or Colm at the earliest opportunity.

In order to protect your fellow colleagues, Glaziers are required to abstain from accepting Glass On Time jobs and provide us with a medical certificate. Glaziers are required to get a medical clearance from your doctor prior to commencing work again.

ii) If Glaziers have contact with a confirmed case of the coronavirus

If Glaziers have been in contact with someone who has a confirmed case of the coronavirus, Glaziers are required to notify Colm & Sally immediately.

In order to protect your fellow colleagues, we ask Glaziers to seek medical attention and remain absent from accepting Glass On Time work and provide us with a medical certificate. Glaziers are required to get a medical clearance from your doctor prior to returning to complete additional work.

iii) If Glaziers have contact with a suspected case of the coronavirus

If Glaziers have been in contact with someone who has a suspected case of the coronavirus, Glaziers are required to notify Sally or Colm immediately. Glaziers must also immediately seek a coronavirus test and self isolate for 14 days or until cleared by DHHS.

IV) If Customers contract the virus, have contact with a confirmed case or have contact with a suspected case

If you or any member of your household has recently tested positive to coronavirus; or has been in direct contact with someone who has tested positive; or is displaying symptoms of coronavirus; we ask you to notify us immediately and we will make arrangements to reschedule your appointment time.

1.4 THE CONTINUATION OF BUSINESS OPERATIONS

i) Attendance to jobs

It is our expectation that Glaziers will advise Sally or Colm should Glaziers not be able to attend jobs Glaziers have already accepted on the Glass On Time platform.

It is our expectation that Customers will advise Sally or Colm or their Glazier directly should then need to reschedule their appointment time for any of the reasons mentioned above.

ii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or cease operations.

Glass On Time will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety of both our glazier network and clients.