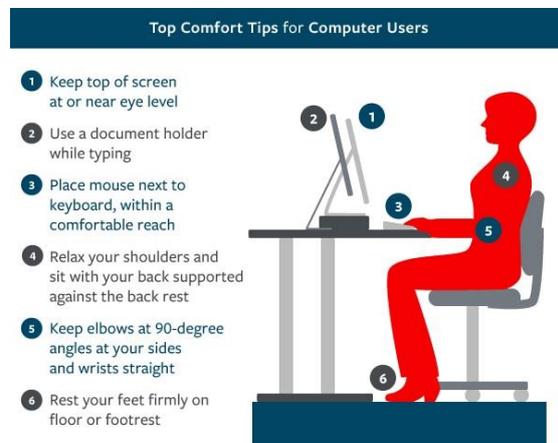


Planning your work

- ✓ Define priorities for the week considering the existing projects and your personal life commitments;
- ✓ Identify which tasks can be done remotely and which ones need to be done onsite. You should always give preference to remote work, until the public health authorities clearly state that social distancing is no longer needed;
- ✓ Agree this plan with your clients and managers;
- ✓ If you're using public transport to go to the client, check the timetables as these can have changed due to the pandemic.

Working from home

- ✓ Set your work area considering ergonomic issues and ensuring you are isolated from sources of noise and distraction;
- ✓ Regularly get in touch with your colleagues and manager;
- ✓ Plan breaks to rest and do some exercises.



Travelling to the client site

By public transport:

- ✓ Book your travel ticket online, buy a pass or check if contactless payment is possible;
- ✓ Avoid rush hour periods;
- ✓ Limit contact with other people and avoid touching any surface;
- ✓ Keep your distance (2 metres apart where possible);
- ✓ Sanitise your hands before entering the bus/train and after you leave;
- ✓ If you can, wear a face covering in an enclosed space where social distancing isn't possible;
- ✓ Follow instructions from your transport operator. This may include:
 - notices about which seats to use or how to queue
 - additional screens, barriers or floor markings
 - requests to board through different doors or to move to less busy areas
- ✓ Be considerate to your fellow passengers and to transport staff:
 - do not congregate near entrances or exits while waiting
 - be aware of pregnant, older, disabled people or people with prams who may require extra space or a seat during parts of their journey
 - be aware that some individuals may have hidden disabilities

By car:

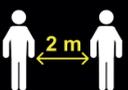
- ✓ Check that your vehicle is safe and roadworthy if you haven't used it for several weeks;
- ✓ Sanitise your hands after leaving your car.



2. Plan your journey

-  Plan ahead and use a direct route
-  Can you travel off-peak?
-  Take hand sanitiser and a face covering, if you can
-  If you require assistance you should continue to request this as you normally would
-  Wash or sanitise your hands before beginning your journey

3. On your journey

-  Maintain 2 metre distance where possible
-  Use a face covering, if you can, when you will be close to others
-  Use contactless payment where possible
-  Be patient and follow instructions from transport staff
-  Wash or sanitise your hands as frequently as possible

Working in the client site

- ✓ Take hand sanitiser with you at all times;
- ✓ **Avoid physical contact, including hugs and handshakes;**
- ✓ Ask the client if they're comfortable that you wear a mask;
- ✓ Plan the work session with the client:
 - Which meeting room are you using?
 - How many people will be present?
 - How can you access the meeting room in a quick and direct way?
 - Where are the closest toilets?
- ✓ Sanitise your hands and out on your mask before entering the client site;
- ✓ Go directly to the defined meeting room;
- ✓ Sit so that you keep a distance of 2 metres of everyone else;
- ✓ Try not to touch any surfaces, equipment, doorknobs, doorknobs, light switches, etc.;
- ✓ **Avoid touching your face, namely your mouth, nose, and eyes;**
- ✓ Wash your hands or sanitise your hands after you leave the site and before you touch your car keys.

Signed by for and on behalf of ISOvA Ltd



Signature

PAUL STEVENS Name