

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## ● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer \_\_\_\_\_ Employer representative signature

Employer ARC:MC Limited Date 08/09/2020  
Employer name

Who to contact: Emily McNeal Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## **COVID 19 Statement – September 2020**

We would like to reassure all our valued clients and suppliers that ARC:MC continue to effectively deal with the COVID-19 virus pandemic.

Remote working has been implemented and thanks to previous remote working experience, mobile technology and video conferencing the transition has been seamless. All travel to in person meetings is currently suspended and is being reviewed weekly. When possible remote working is supported by the management. Employees have been briefed on our remote working policies, been given support to aid with remote working setup and access to 24/7 IT support to ensure that ARC:MC can continue to achieve superior results through team integration and innovation.

All external staff members are utilising only office issued AD Group Policy locked down hardware, with Sophos enterprise and encrypted IPSEC VPN connections to access any company resources. Our email systems are secured in the cloud and also available via Mimecast cloud. The IT support department is available 24/7 remotely as always, we are able to travel to the office should remote working not be possible or in an emergency.

ARC:MC have some employees working socially distanced in our London office to mitigate any disruption with the majority of the team remote working and to ensure office security measures. The office environment is regularly deep cleaned and risk assessments completed to enable us to accommodate the team into the office. Government guidelines have been followed along with our risk assessments to allow us to accommodate socially distanced workspaces and the maximum level of hygiene standards.

For those individuals coming into the office the importance for each employee to follow government advice has been stated. Should you be visiting our workplace please follow the one way systems, 2m markers, use handwashing/sanitiser facilities and note signage instructions to help ensure everyone's safety.

Should you or a member of your household display any symptoms of Covid-19 please do not attend, but contact us to reschedule.

All ARC:MC's policies are being reviewed regularly to ensure the latest guidance is being followed at all times. Up to date information and updates are being provided to all employees.

