

Apollo3D Ltd COVID 19 Procedures

The Coronavirus - or COVID 19 - has upended our normal way of doing business. Apollo3D's priority continues to be ensuring the safety and health of our employees, families and communities in which we live and work.

We continue to monitor the latest guidance from the UK government on <https://www.gov.uk/coronavirus> and the news. And this policy will be continually updated accordingly.

The following are the steps we are taking to ensure the health and safety of our employees, customers and communities:

Instructions for office-based employees

1. All office-based employees are currently working from home.
2. All employees are advised to follow the government advice for social distancing - <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>
3. Should any employee experience symptoms, they should remain home and call 111 and the doctor and update their line manager at the earliest opportunity.

Operational instructions for onsite scanning:

1. Prior to leaving the home to conduct a scan a 3D Specialist will:
 - Clean all equipment with alcohol base cleaning wipes
 - Wash hands as per the guidelines in Appendix 1
2. On arrival to site a 3D Specialist will:
 - Avoid contact and postpone the scan should any individual present be displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough. The 3D Specialist should return home and stay in self-isolation for 2 weeks. Apollo3D office staff will rearrange scanning as appropriate.
 - Avoid entering the venue if there is a small gathering of people inside. In this instance a more appropriate time should be rearranged by phone for when the venue is quiet.
 - Wash hands as per the guidelines in Appendix 1 with either soap and water or hand sanitiser as available
 - Put on latex gloves and apply a face mask if required.

3. The 3D specialist will maintain social distancing with the following:
 - Avoid non-essential use of public transport when possible
 - Maintain a 2-metre gap with another person
 - Refrain from handshakes or physical contact with anyone.
 - Refrain for making contact with surfaces unless absolutely necessary i.e. opening doors.
4. Movement of any objects by 3D specialist will not be done without approval of the venue manager or homeowner.
5. Any surfaces touched by 3D specialist will be wiped with sanitisation wipe regardless of using gloves or not.
6. On completion and off the property, equipment will be cleaned and disposable items such as masks, shoe coverings and gloves will be removed and securely disposed of.

Appendix 1 - Handwashing and respiratory hygiene

There are general principles you can follow to help prevent the spread of respiratory viruses, including:

- Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who have symptoms
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces in the home

Please review this link for the best method to wash your hands - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>