



**MKE**  
Engineering  
Group



**MKE Electrical**   **MKE Drive Systems**   **MKE Autometric Pumps**   **MKE Engineering**  
**MKE Mechanical Services**   **MKE Electronics**

Mid-Kent Electrical Engineering Co Ltd

## **Corona (Covid-19) Virus Contingency Plan**

In keeping with the recent governmental updates with regards to the impact of the Corona (Covid-19) Virus, Mid Kent Electrical has updated its previous procedures and implemented new means of combatting the virus in keeping with governmental guidance.

### **New Company Procedures**

Specific Risk Assessments are now in effect for certain areas in the business. These should be read and understood by everyone who will be interacting with each area before they interact with these places.

The company has also incorporated the following:

In keeping with government guidance, two metres must be kept at all times between everybody when possible. If unable to maintain a 2 metre distance, social distancing masks must be worn when coming in close proximity of people i.e. in situations where working with someone else.

Regular cleaning of hands should be performed routinely to try and mitigate any risk of the virus being passed on through touching of objects. This should be done for twenty seconds and in keeping with governmental guidance. Posters and signage are located around the company, informing you how to do so.

People who are at high risk have been pinpointed and are being distanced as and when able to i.e. working from home.

The following new procedures are also now in effect to limit contact between people:

- staggered breaks are now in effect depending on your department. Check with your manager to know when you are going to lunch
- reduction of people in vehicles (See Vehicle RA for full details)
- area markings indicating areas like two metre gaps or do not pass areas
- communication with phone or e-mail rather than speaking to the person face to face is now the preferred means of communication
- protective screening between desks and limited number of people in offices
- limitations of external visits from other companies/ businesses to the absolute minimum if not able to be done by other means e.g. over phone or by zoom
- Meetings to be held by zoom rather than face to face



Unit 15B Dolphin Park, Upper Field Road, Eurolink Sittingbourne, Kent ME10 3UP

Tel: 01795 471089 Fax: 01795 436611

E-mail: [sales@mke.co.uk](mailto:sales@mke.co.uk) Website: <http://www.mke.co.uk>

**Drives**  
Sales, Support & Service  
**Motors**  
Sales, Support & Service  
**HVAC Drives**  
Sales & Support



Company Reg. No1006814 England VAT Reg No 203 3583 95

Directors: A.C Savage. M.F Savage. J.C Savage. R.M. Savage



**MKE**  
Engineering  
Group



MKE Electrical   MKE Drive Systems   MKE Autometric Pumps   MKE Engineering  
MKE Mechanical Services   MKE Electronics

Mid-Kent Electrical Engineering Co Ltd

## **Checking in with external customers/ Suppliers- Avoiding unnecessary contact**

Coming into contact with external contacts is a big day to day part of the business at MKE. A lot of this involves external contacts coming to visit the company. In keeping with the necessary precautions for human contact, MKE will be contacting all external suppliers/ contractors/ customers to enquire, BEFORE they pay a visit to MKE, that they have not met any of the following criteria:

- They have not contracted the Corona Virus themselves
- They have not recently been on holiday to any area suspected of having an outbreak of Corona Virus
- They have not been in contact with anyone suspected or known to have contracted the Corona Virus
- That they do not currently have any flu like symptoms or are feeling unwell

All external contacts will be asked to only visit MKE if it is absolutely necessary or essential, even if they do not meet the criteria listed above. MKE would like to minimise the likelihood of putting any of its workers at risk of contracting the virus. We do not wish to offend anyone but see this as the safest means of making sure that risk is cut to a suitable level for our staff. If an external contact does not meet the criteria listed above, they may be politely advised not to visit the company.

## **Operatives who have / who are suspected to have Corona Virus**

The company regularly follows governmental advice on how to deal with an individual who is suspected of having contracted, or who has contracted, Corona Virus. The company will remain up to date with governmental procedure as the situation develops and will follow governmental procedure with regards to dealing with anyone who has either contracted or is suspected of contracting the virus. This is subject to change but will remain heavily monitored.

## **Work Availability**

With regards to site work for customers, MKE will do its best to maintain the high level of service and response that our customers have come to expect. With this in mind, we will try our hardest to maintain this level, however due to the prospect of members of staff potentially going off work sick; this may be subject to change. We will keep our customers up to date with any likelihood of change, however we will try to maintain service and availability to the best possible standard that we can.



Unit 15B Dolphin Park, Upper Field Road, Eurolink Sittingbourne, Kent ME10 3UP

Tel: 01795 471089 Fax: 01795 436611

E-mail: [sales@mke.co.uk](mailto:sales@mke.co.uk) Website: <http://www.mke.co.uk>

Drives  
Sales, Support & Service  
Motors  
Sales, Support & Service  
HVAC Drives  
Sales & Support



Company Reg. No1006814 England VAT Reg No 203 3583 95

Directors: A.C Savage. M.F Savage. J.C Savage. R.M. Savage



MEMBER




**MKE**  
Engineering  
Group



FS 25936

**MKE Electrical**   **MKE Drive Systems**   **MKE Autometric Pumps**   **MKE Engineering**  
**MKE Mechanical Services**   **MKE Electronics**

Mid-Kent Electrical Engineering Co Ltd

Signed:  Dated: 15/05/2020

Print: A. C. SAVAGE



Unit 15B Dolphin Park, Upper Field Road, Eurolink Sittingbourne, Kent ME10 3UP

Tel: 01795 471089 Fax: 01795 436611

E-mail: [sales@mke.co.uk](mailto:sales@mke.co.uk) Website: <http://www.mke.co.uk>

**Drives**  
Sales, Support & Service  
**Motors**  
Sales, Support & Service  
**HVAC Drives**  
Sales & Support



Company Reg. No1006814 England VAT Reg No 203 3583 95

Directors: A.C Savage. M.F Savage. J.C Savage. R.M. Savage