



IRISH LP Gas Association

Covid-19 Business Continuity Arrangements

Competition Law Statement

ILPGA activities are conducted strictly in accordance with Statutes of the ILPGA, Irish and EU competition law. Sharing of information or discussions relating to commercial matters are strictly prohibited.

Overview

The Irish Liquefied Petroleum Gas Association (ILPGA) has reviewed the Industry requirements and the essential services that are outlined in Covid-19 – Provision of Essential Services Guidance for Employees and Employers which was issued, by the Department of the Taoiseach, on the 28th of March 2020.

The ILPGA has developed the following Business Continuity arrangements to support the proper functioning of the member companies' businesses for the duration of the Covid-19 pandemic.

The ILPGA member businesses' primary function is distribution of Liquefied Petroleum Gas (LPG) in cylinders and by bulk road tankers to businesses, industries and homes throughout Ireland. As an integral part of the industry, each business ensures the availability and the delivery of emergency response arrangements and services to secure businesses, industries and homes on a 24/7 basis.

The Association has identified the essential staff that require different levels of controlled travel to ensure that all necessary precautions are available that support the safe, secure and sustained operation of the Association's businesses in the supply of product to critical establishments and to essential services.

In developing these proposals, this review has been mindful of the following considerations:

- There are many critical customers that must be maintained with product supply (LPG bulk and cylinders) for example, hospitals, nursing homes, care facilities, etc,
- There is an absolute requirement to provide a 24/7 Emergency Response system and other safety critical functions including gas equipment maintenance and repair,
- There needs to be unrestricted travel for all field-based services such as managers, operational staff, bulk and cylinder deliveries, gas fitters and emergency responders, maintenance staff,

- There needs to be local travel for administration, back office and IT personnel to ensure access to offices, terminals, depots and other facilities,
- The number of staff should be limited to essential staff and business partners.

Where possible the Association will continually strive to ensure as many employees as possible work remotely from home.

Essential Staff

The ILPGA has reviewed the full spectrum of staff in each of the member company businesses. The association has looked at the essential functions that need to be carried out and has drawn up a skeleton list of the essential functions that are necessary to safely carry out the business. Some of these functions include contracted services and suppliers who are classified essential to the supply chain and emergency response.

- **Leadership Teams** – Managers and Team Leaders that are required to coordinate the essential activities,
- Operational Staff – Terminal/Depot/Cylinder Filling-Retesting Facility staff including ship unloading and security staff,
- Bulk Tanker Drivers,
- Cylinder Delivery Staff,
- Emergency Responder Gas Fitters and Registered Gas Installers,
- Maintenance staff/contractors and equipment suppliers,
- Area Managers and Engineers,
- Administration and Back Office Staff – Administration Staff, Back Office staff for Logistics, Installations, Technical Support and Emergency Response, IT Staff.

The ILPGA will administer a database register that will include all the essential staff, as detailed in the above categories, for each of the member companies.

Each of the staff will be identified by a unique reference number and the register will include the following information against that unique reference number:

- Name,
- Essential function,
- Employer, including service partners,
- Validity date

Each of the essential staff will be issued with an Identification Card (see example Annex A).

Operation of the Scheme

The ILPGA will maintain a database of each essential worker in each member's business.

The data held by the ILPGA will include the Essential Service Providers name, employer, category, contact details and other relevant information.

Each member's business will provide employees with a company letter stating that they are an essential employee and will request these essential staff to also carry a form of photo identification (e.g. driver's license).

The ILPGA will also issue an Essential Service Provider Identification Card to each individual that has been submitted by each member company and that has been accepted as an essential worker by the ILPGA. This will replace/supplement the letter issued by each employer.

The Identification Card will include the following information:

- Identification as Essential Service Provider,
- Name,
- ILPGA Reference Number,
- Validity Date Expiry.

The database shall be made available to Authorities that have an interest in the administration or policing of the scheme.

In the operation of this scheme, the association members and its service providers will ensure minimal travel in line with government guidelines nationally and within specific geographic areas.

Review of the Scheme

The ILPGA will review the scheme as required (but at least quarterly) to ensure that:

- The scheme is operating as expected or amended as required,
- The database is up to date and accurate,
- Cards are being used in line with the requirements of the scheme,
- Revocation or issue of new cards take place as required.

The ILPGA will maintain a database listing essential staff and workers in each member's business.

Irish LP Gas Association (ILPGA)

3rd April 2020

Annex A - Sample Identification Card

The sample identification card is shown below.

