

### **Policy Brief & Purpose**

The Company is committed to ensuring the Health & Safety of all employees. This policy sets out the steps that we have taken in order to ensure we are following guidelines on how to minimise the risk of spreading Cove-19 in the workplace, alongside expectations that are placed on employees.

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional Government guidelines. If so, we will update you as soon as possible.

### **Scope**

This coronavirus policy applies to all of our employees who physically work at or from our premises. It is essential that all staff including our remote working staff read through this action plan, to ensure we collectively respond to this challenge.

### **1. Questionnaire & ELearning Assessment**

All employees returning to work will be required to complete a self-declaration questionnaire on their first day back to work. Details required include:

- Recent travel
- Social interactions with confirmed cases
- Social interactions with those in isolation
- Personal symptoms
- COVID-19 related medical history i.e. tested / recovered etc.

Importantly, if anyone is displaying personal symptoms they must:

- Notify your Manager at the earliest opportunity
- Not return to work and self-isolate
- Contact their GP or 112 for further instructions
- If you do have a confirmed case of COVID-19 you must follow medicals instruction contact your employer as soon as possible
- Before returning to work the Employee should obtain certification from a medical professional.

We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity as per the General Data Protection Regulations (GDPR).

## Elearning Online Covid-19 Employee Assessment

Staff are expected to complete an online assessment in Covid-19 Returning to Work for Employees. The assessment is informative & should equip staff with practical knowledge on Covid-19 and the steps they can use to minimise the spread of infection in the workplace. Certification is produced upon successful completion.

## 2. Hygiene

<u>Do:</u>	<u>Don't:</u>
<ul style="list-style-type: none"><li>➤ Wash your hands properly and often. Hands should be washed:</li><li>➤ After coughing or sneezing</li><li>➤ Before and after eating</li><li>➤ Before and after preparing food</li><li>➤ Before and after using public transport</li><li>➤ When you arrive and leave buildings</li><li>➤ Before having a cigarette or vaping</li><li>➤ After toilet use</li></ul>	<ul style="list-style-type: none"><li>➤ Do not touch your eyes, nose or mouth if your hands are not clean.</li><li>➤ Do not share objects that touch your mouth e.g. bottles / cups etc.</li><li>➤ Do not shake hands with any persons.</li></ul>

## Hand Hygiene

One of the key control measures to prevent the spread of COVID-19 is good and regular handwashing procedures.

The following is guidance on how to wash hands correctly

1. Wet hands with running water.
2. Apply enough soap to cover wet hands.
3. Scrub all surfaces of the hands including the back of hands, between fingers and under nails for at least **20 seconds**.
4. Rinse thoroughly with running water.
5. Dry hands thoroughly with a single use towel or with a hand dryer - ensure hands are thoroughly dry as wet hands can spread germs up to a 1000 quicker than a dry hand.

## Hand Sanitisers & Wipes

If you are unable to wash your hands or do not have access to hand washing facilities then use a hand sanitiser to clean your hands, the sanitiser should contain at least **60% alcohol**. You should rub the sanitiser into your hands for **20 seconds** following the same procedure for hand washing to ensure full coverage.

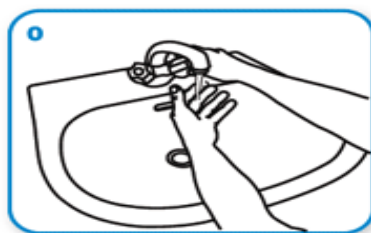
If working at a desk you should get into good practice of wiping down your work station, paying special consideration to 'high touch points' such as keyboards & office stationary/equipment. This should be done at the start and end of your shift, as well as before and after consuming or preparing food.

It's a good idea to unplug your keyboard prior to wiping over to give it a thorough clean.

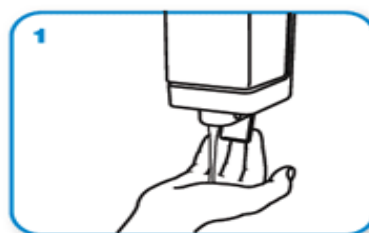
If working in a forklift or vehicle you must make sure you are wiping over 'high touch point' areas such as the steering wheel, indicators and so forth at the end of each use.

Appropriate sanitisation amenities will be supplied in all work stations where needed, low supplies of hand gel/wash should be reported to the manager.

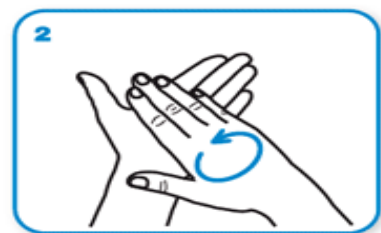
The World Health Organization published the following as a good guide to hand washing:



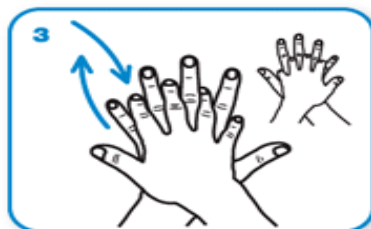
Wet hands with water



apply enough soap to cover all hand surfaces.



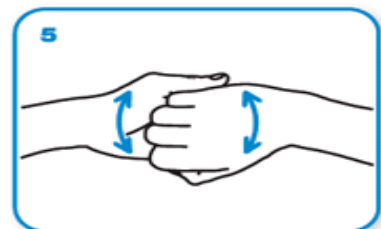
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



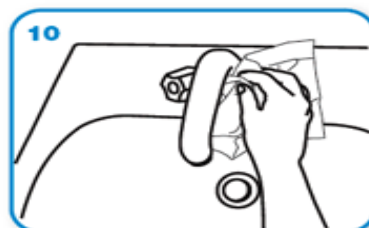
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

### 3. Personal Protective Equipment

#### Disposable gloves

Do not wear disposable gloves in place of washing hands.

A person might potentially:

- Sneeze or cough into the gloves - this creates a new surface for the virus to live on
- Contaminate yourself when taking off the gloves or touching surfaces
- Not wash your hands as often as you need to and touch your face with contaminated gloves.

#### Face Masks

- The wearing of face masks only subject to public health guidance.
- Staff required to wear a face mask/covering when in communal areas and/or in contact with customers when not behind a barrier.
- For those that wear a mask the following guidelines apply:
  - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
  - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
  - Change your face covering if it becomes damp or if you've touched it.
  - Continue to wash your hands regularly.
  - Change and wash your face covering daily.
  - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.

#### Temperature Testing

The company reserves the right to implement temperature testing in line with Public Health advice.

### 4. Travelling to and from work

- Where a worker exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work.
- Wherever possible, workers should travel to work alone using their own means of transport.
- Social distancing is advised when travelling in vehicles to/from work.
- Single occupancy of vehicles is preferable.
- Sit as far apart as the vehicle allows.
- When entering (and leaving) all vehicles the driver should clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.
- Keep windows at least partially open.
- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application.

- Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.
- Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.

<b>Recommended Maximum Road Vehicle Seating Arrangements</b>		
No. Of Seats	Maximum No. of Occupants	Seating Arrangement
2	1	1 driver
3	2	1 in the driving seat 1 in the far passenger seat
5	3	1 in the driving seat 1 in the far passenger seat

## 5. Cleaning Regimes

Cleaning regimes to increase across all areas to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps / Sinks
- Toilet flusher / Seat
- Door handles
- Machinery and equipment controls
- Food preparation & eating surfaces
- Telephones
- Keyboards, photocopiers and other office equipment
- Shared vehicles (must be avoided where possible)
- Shared tools (must be avoided where possible)

## 6. Social Distancing

In order to slow the transmission rate of COVID-19, a minimum social distancing of 2 meters is recommended by the HSE.

This will be achieved by implementing the following:

- No hand shaking policy.
- Work will be organised in such a way to ensure physical distances are maintained, where this is not possible work times will be staggered.
- Breaks will be staggered in such a way to facilitate physical distancing; reorganisation of the break room will reinforce this.
- Meetings will be conducted as much as possible using online remote means. Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending will be kept to a minimum and participants must maintain physical distancing.
- Customer entry will be restricted to a one-in one-out system & Perspex barrier put in place for segregation.
- All works within 2 meter will be avoided where possible.

Where this is not possible, we will ensure;

- All employees performing tasks must be free from COVID-19 symptoms and signed the self-declaration form.
- An exclusion will set up to segregate works area
- Hygiene measures will be strictly adhered to

## 7. Communal Areas

### Office

- Offices will be laid out to ensure that workstations are 2m apart.
- Back-to-back working will be put into place.
- Non-essential visits will be cancelled.
- Disinfectant will be made available & workstations must be cleaned routinely.
- Doors will be kept open to reduce the need to touch handles.
- Cleaning regimes will be increased.

### Toilets

- 2m distance will be maintained when using toilets.
- Handwashing posters will be displayed in toilets.
- Cleaning regimes will be increased.
- Hand dryers have been installed

### Break Room

- 2m distance to be maintained when using the break room facilities.
- Two person restrictions applied.
- Staff are encouraged to bring their own packed lunch to avoid using communal appliances.
- Staggered break times will be adhered to.
- Hand sanitisers will be made available at entry/exits points.
- Tables should be cleaned and disinfected between each use.
- Communal appliances should be cleaned and disinfected between each use.

## 8. First Aid

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. COVID-19 does not infect through the skin.

First aiders must:

- Follow standard infection control procedures
- Hands must be washed before and after administering first aid
- All persons must be treated as a suspected case
- First aid must be administered in a separate area where possible
- Additional PPE must worn; disposable gloves, enclosed eye protection & FFP3/FFP2 mask, disposable plastic apron and a mask also be supplied to the patient
- In a suspected cardiac arrest case, you must not feel for breathing by putting your face close the persons mouth.

- For minor injuries i.e. cuts and abrasions, the injured party should applied their own dressing under the guidance of the first aider.
- All first aid equipment needs to be sanitized after use.
- All disposable PPE should be disposed or and stocks replenished following first aid treatment.

## 9. COVID-19 Suspect / Confirmed Cases

### Suspected Case

- If someone becomes ill at work with a cough, fever or difficulty breathing they need to be moved away from others and preferably in a different, well-ventilated area.
- They should be issued with PPE.
- They need to avoid touching anything and practice good hygiene procedures i.e. use tissues for coughing or sneezing, sneeze into elbow etc.
- Management are to contact HSE for further instruction i.e. if further precautions are to be taken.
- Employee needs to go into self-isolation.

### Confirmed Case

- If a confirmed case is identified, management will provide the relevant staff with advice in conjunction with public health advice.
- These staff include:
  - Any employee in close face-to-face or touching contact
  - Talking with or being coughed on for any length of time while the employee was symptomatic
  - Anyone who has cleaned up any bodily fluids
  - Close friendship groups or workgroups
  - Any employee living in the same household as a confirmed case
- Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.
- They will be actively followed up by the HSE contract tracing guidelines.
- If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment.
- If they become unwell with COVID-19 system they should be tested as per public health guidelines.
- If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
- Before returning to work the Employee must obtain a 'Back to work' certificate from a medical professional.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

**Please Note:** Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person, or living in the same house as an infected person.

<b>Policy Review Date: 24<sup>th</sup> October 2020</b>			
<b>Reviewed with changes on:</b>	<b>24<sup>th</sup> Sep 2020</b>	<b>Review carried out by:</b>	<b>Jaime Anderson</b>

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