

## **COVID-19 RESPONSE POLICY**

### **POLICY BRIEF & PURPOSE**

The Company is committed to ensuring the health and safety of all employees. To this end, this policy sets out steps that the Company is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon 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 our premises or on site. Additionally, it is essential that our remote working personnel read through this action plan, to ensure we collectively and uniformly respond to this challenge.

### **POLICY ELEMENTS**

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

#### **1. Questionnaire**

All employees returning to work will be required to complete a self-declaration questionnaire 3 days prior to returning 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 and produce this to employer.

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).

## 2. Hygiene

### DO:

- Wash your hands properly and often. Hands should be washed:
- After coughing or sneezing
- Before and after eating
- Before and after preparing food
- If you were in contact with someone who has a fever or respiratory symptoms (cough/shortness of breath)
- Before and after using public transport
- Before and after being in a crowd
- When you arrive and leave buildings or anyone else's home
- Before having a cigarette or vaping
- If your hands are dirty
- After toilet use

### DON'T:

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects that touch your mouth e.g. bottles / cups etc.
- Do not shake hands with any persons.

## 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.
- People who are unwell will be advised by their doctor when to use a mask.

## 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 company vehicle or their own means of transport.
- Social distancing is advised when travelling in vehicles to/from.
- 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, or equivalent.
- 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

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 / push plates
- Handrails
- Lift / hoist controls
- Machinery and equipment controls
- Food preparation & eating surfaces
- Communications equipment
- Keyboards, photocopiers and other office equipment
- Shared vehicles (must be avoided where possible)
- Shared tools (must be avoided where possible)

Disinfection supplies will be made available.

Cleaning is to be carried out twice per day in frequently used communal areas. Staff to be provided disinfectant wipes etc. to enable they clean regularly during the day their own workstations.

## 6. Social / Physical 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 and working from home measures will continue to be implemented,
- breaks will be staggered in such a way as to facilitate maintenance of physical distancing, reorganising and rearranging working and canteen areas,
- 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 at all times,
- one-way systems for access/egress routes will be provided where practicable,
- sign-in/sign-out measures and systems, for example, biometrics/turnstiles, to ensure that physical distancing can be maintained,

- an isolation room/area will be provided for early isolation of infected persons.

## **Working within 2 meters of each other**

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.
- Appropriate PPE will be worn as outlined in our Method Statement Risk Assessment (Face Shield / Gloves)
- An exclusion will set up to segregate works area
- Hygiene measures will be strictly adhered to

## **7. Lead Worker Representative**

A lead worker representative will be appointed in line with government recommendations to monitor social distancing. A back up representative will be appointed to cover annual leave or sickness. The compliance officer will be appointed from a senior member on the management team. Their role is to:

- Monitor site to ensure social distancing and hygiene rules are being followed.
- They will be provided with an identifiable compliance officer high-visibility vest.
- Specific training will be provided to them on what the role requires i.e. routes/areas to monitored, checking stocks of hygiene materials and equipment etc.
- They must not put themselves at risk while on duty.

## **8. Communal Areas**

### **Office**

- All office personal will be encouraged to work from home where possible.
- Office will be laid out to ensure that workstation are over 2m apart.
- Non-essential visits will be cancelled.
- Disinfectant will be made available, workstations must be cleaned routinely.
- Hand sanitisers will be made available at entry/exits points to office.
- Door will be kept open to reduce numbers persons touching door handles.
- Cleaning regimes will be increased.

### **Toilets**

- 2m distance will maintained when using toilets.
- Handwashing posters will be displayed in toilets.

- Cleaning regimes will be increased.

## Canteens

- 2m distance to be maintained when using canteen facilities.
- Works will be 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.
- Canteen lay out must ensure that 2m distance can be maintained.
- Contactless payments should apply where possible.
- Tables should be cleaned and disinfected between each use.
- Communal appliances should be cleaned and disinfected between each use.

## 9. Walkways

All access route procedures (e.g. one-way systems, keep left / keep right routes, social distance 2m marking) implemented by the Company must be adhered to.

## 10. 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. Compression CPR must only be applied.
- 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.

## 11. Group Meetings

All meetings will be carried out online or over the phone. Where it necessary to have a face-to-face meeting a 2 meter distance will be maintained by participants. Meetings, where necessary, will be held in a fully ventilated areas.

**12. Deliveries**

Deliveries will be coordinated with suppliers prior to coming on site, each delivery will be allocated a particular time slot.

The driver will be instructed not to exit the vehicle unless necessary.

Paperless delivery confirmations will be obtained from the suppliers.

**13. Training Information**

First Aid Responders	All First Aid Responders training certificates are valid for the duration of COVID-19 emergency
Manual Handling	All manual handling training is valid for the duration of COVID-19 emergency, manual handling training may be carried out if social distancing can be maintained.

**14. COVID-19 Suspect / Confirmed Cases**

**Suspected Case**

- If someone becomes ill at work with cough, fever, difficulty breathing they need to be moved away from other preferably in a different, well-ventilated area.
- They should be issued with PPE.
- They need to call their own GP.
- 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 in self-isolation.

**Confirmed Case**

- If a confirmed case is identified, management and the lead worker representative 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
  - Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:
- 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 will 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” cert from a medical professional and produce this to employer.
  - 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.

*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 / living in the same house or shared accommodation as an infected person.*

Signature:		Date:	
Position:			

Reviewed without change on <i>(dates)</i>				
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