

INTASTOP LIMITED
Company Policies and Procedures
Coronavirus Policy



Introduction

As a company operating during the Coronavirus COVID-19 pandemic we need to ensure that we are protecting our workforce and minimising the risk of spread of infection.

We are committed to following and implementing the Government's guidelines and recommendations.

The health and safety requirements of our work activities must not be compromised at this time. Managers will remind the workforce at every opportunity of the Safe Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Coronavirus Symptoms

Coronavirus symptoms are listed on www.nhs.uk as being:

- High temperature
- New continuous cough

It is recommended that any member of staff feeling unwell or unsure if the symptoms are coronavirus related to contact NHS direct 111 for advice.

Self-Isolation Guidance

Anyone who meets one of the following criteria they should inform their online manager immediately and not come to work:

- Has coronavirus symptoms – self-isolation for 7 days
- Lives with someone with coronavirus symptoms – self isolation for 14 days
- Exposed (within 2 metre distance for 15mins or more) to someone whilst in or out of work with coronavirus symptoms and does not live with them – self isolate for 7 days
- Is a clinically extremely vulnerable person (i.e. will have received communication from the NHS) – follow shielding guidance

Self-isolation is covered as per the sickness Absence policy PPD5 (up to 10 days sickness paid in a 12-month period, following that SSP). All staff in self isolation should provide a self-isolation note available on <https://111.nhs.uk/covid-19/>

Procedure if Someone Falls Ill at Work

If a worker develops symptoms of Coronavirus while at work, they should inform their online manager immediately and:

- Return home immediately and contact NHS Direct 111 for medical advice and testing

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- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Follow guidance on self-isolation

The online manager should:

- Inform a Board member immediately
- Do contact tracing to ensure that anyone that has been exposed to the infected person (within 2 metre distance for 15 mins or more) should also be sent home immediately and self-isolate for 7 days
- The work areas of the infected person/s and the shared areas accessed by the infected person/s will be deep cleaned

If it is not possible for the infected person to go home immediately:

- they will be removed to an area which is at least 2 metres away from other people.
- They will be placed in a room or area where they can be isolated behind a closed door. If possible, a window will be opened for ventilation.
- The individual who is unwell will be asked to use their mobile phone to call the NHS Direct 111.
- If it is an emergency (if they are seriously ill or injured or their life is at risk) then the company will call 111 or 999 and explain the situation and relevant information, such as their current symptoms.
- Whilst waiting for advice from the NHS, the affected person will remain at least two metres from other people. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they will use a separate bathroom if available.

Staff who have not been exposed with the original confirmed case do not need to take any precautions other than monitoring their health for symptoms and can continue to attend work.

A confirmed case of COVID-19 in the workplace will cause anxiety among co-workers and some may become stressed. Clear communication is important, and workers will be directed to reliable sources of information about COVID-19. Managers have an open-door policy and will be there for employees to provide support and advice where needed.

Working from Home

Employees will be encouraged to work from home wherever possible. This is in accordance with Government guidelines and will assist the company in maintaining the 2-metre social distancing, reducing the spread of infection and ensuring business continuity.

As an employer, we have the same health and safety responsibilities for home workers as for any other workers.

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We will ensure we keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.

We will ensure people working from home have all the equipment they need and understand the importance of setting up an adequate workspace.

Workers Returning to Work

Where home workers or furloughed workers are asked to return to work:

- Notice will be given to the member of staff
- A risk assessment will be undertaken to ensure social distancing, and any ensure that other risks are identified and controls are in place and implemented to mitigate the risk

Travel to Work Premises

Wherever possible workers should travel to work alone using their own transport, walking or cycling. Where public transport is the only available method of transport, they should follow Government guidelines on wearing masks and social distancing.

Reduce Spread of Infection at Work

Additional safe working practices to be introduced immediately:

- Risk assessments will be done regularly in line with changes to Government guidelines and any actions implemented immediately
- 2 metre distancing will be in place throughout the business
- All non-essential visitors and meetings have been stopped
- Meeting will take place virtually using Microsoft Teams
- Where possible staff from the same department will be kept separate to reduce the risk of a whole department being infected (split shifts between home and work)
- Continue with the Staggered start and finish times already in place
- Staff to wash or clean their hands regularly and before entering or leaving the building
- Daily clean of common contact surfaces
- Request that drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Staff are requested not to sign for any deliveries but to give their name
- Production staff in warehouse 1 and 2 are to be kept separate
- Production staff are not allowed into the office
- Office staff are not allowed into production
- Staff are not to share desks or equipment where possible, if equipment is shared it should be cleaned down after use with antibacterial cleaner
- Indoor places will be well ventilated
- Signage will be in place around the premises to remind staff of Government guidelines

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Hand Washing

- Hand washing facilities are provided in the usual welfare facilities and these will be topped up at all times
- Provision of hand sanitiser is available where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- The number of people using the toilet facilities at any one time is one person
- Staff to wash hands before and after using the facilities
- All toilet facilities particularly door handles, locks and the toilet flush will be cleaned daily
- Suitable and sufficient rubbish bins for hand towels will be provided with regular removal and disposal.

Canteens and Eating Arrangements

- Break times will be staggered to reduce congestion and contact at all times. No more than 2 in the areas at any one time with strict adherence to the 2 metre distancing rule
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- We request that where possible staff bring pre-prepared meals and refillable drinking bottles from home
- Staff will need to sit 2 metres apart from each other whilst eating and avoid all contact
- All rubbish must be put straight in the bin and not left for someone else to clear up
- All areas used for eating will be thoroughly cleaned daily

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. The general principles are:

- Non-essential work that requires close contact between workers will not be carried out

Where the work is classed as essential:

- Staff will be provided with PPE in line with Government guidelines
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE will be disposed of so that it cannot be reused
- Wear face coverings in an enclosed space where social distancing is not possible
- Protective screens will be fitted, where possible to minimise the risk further

Meetings

- To be conducted using media platforms such as Teams where possible

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- Where face to face are unavoidable and classed as essential, only essential attendees should be present and 2 metre distancing should be maintained at all times with windows and doors opened where possible.

Cleaning

Enhanced cleaning procedures will remain in place across the site, particularly in common areas and touch points:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases
- Machinery and controls
- Food areas and food preparation equipment
- In addition to this we encourage staff to clean their own areas at least twice a week
- Deep cleaning will be carried out if coronavirus is confirmed at the premises

First Aid

The company will ensure there is adequate first aid cover for the premises.

What to do if the Site has to Close

In the event that the site has to close because of COVID-19 the Company will ensure all equipment is switched off, buildings are locked, phones are diverted to a designated Company mobile and the site is secure and that the closure is communicated to all employees, customers, suppliers and any possible visitors.

If the site must close, measures will be taken to arrange for employees to work from home where possible. If this is not possible, further steps will be communicated to all employees. The Company will ensure regular communication is in place, so all staff are updated regularly about the situation and any changes foreseen.

Reduce Spread of Infection at Home and Outside the Workplace

Staff must continue to adhere to the Government guidelines whilst in and out of work in order to keep people safe. Advice is available on [nhs.uk](https://www.nhs.uk):

- Keep your distance from people outside your household
- Avoid crowds
- Wash your clothes regularly
- Wear face coverings in enclosed spaces where social distancing is not possible
- Wash your hands with soap and water often, for at least 20 seconds
- Use hand sanitiser gel if soap and water not available

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- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put tissues in the bin immediately and wash your hands afterwards
- Clean objects and surfaces you touch often
- Clean a shared bathroom each time you use it
- Don't share towels, including hand towels and tea towels

Useful websites:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

<https://www.acas.org.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.bhsf.co.uk/bhsf-rise/>

All employees have a duty to co-operate with management in striving to achieve a safe environment for all.

They must make every effort to ensure that they do not place themselves or others at risk.

This policy has been designed to minimise risk to staff or visitors to the company; compliance with its content is vital. Any serious non-compliance may result in disciplinary procedures or expulsion from company premises.

These are unprecedented times; things are changing quickly. The company adhere to government recommendations and any changes recommended by the government will supersede this policy.