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POLICY ON DEALING WITH CORONAVIRUS IN THE WORKPLACE

A) INTRODUCTION

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.

B) INFECTION CONTROL MEASURES

We strongly encourage all employees to follow these guidelines from the World Health Organization on infection control, both whilst at work and in their daily lives. This includes:

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
 - Ensure soap and fresh water is readily available and kept topped up at all times
 - Provide hand sanitizer where hand washing facilities are unavailable
 - Regularly clean the hand washing facilities and check soap and sanitizer levels
 - Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Sites will need extra supplies of soap, hand sanitizer and paper towels and these should be securely stored.

Eating Arrangements

- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 meters apart from each other whilst eating and avoid all contact
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 meters.

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimize contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

C) IF YOU DEVELOP SYMPTOMS

If you begin to display symptoms of the virus, you must follow government guidance to find out what to do next, which may involve internet and phone services. You should not go to your doctor's surgery. You must also notify your manager at the earliest opportunity.

Bethan Roberts

Bethan W Robey