

# COVID-19 Workplace Policy

## 1. POLICY STATEMENT

We take the health, safety and wellbeing of all of our employees very seriously and this policy outlines the measures IWM have put in place or are in the process of putting in place to manage the ongoing situation with regards to the COVID-19 pandemic and maintaining a safe working environment.

We are continuing to monitor and act upon the advice, guidance and instructions coming from central Government, NHS, Public Health England, the Health & Safety Executive, Citation Health & Safety and our legal team and to make the necessary adjustments on a day by day basis in order to ensure we maintain continuity for the business, whilst also preserving working hours and pay as much as possible.

We are not in the middle or end of this pandemic, but still in the beginning phase of this and as such this will mean a different way of life for us all both inside and outside of work for the foreseeable future.

In order to forge a way forward to protect lives and to maintain a safe working environment when you do return to work the following rules will continue to apply and you all will be expected to **STRICTLY ADHERE** to the **RULES** to ensure the health, safety and wellbeing of not only yourself, but work colleagues and family too.

The measures and rules as set out in this policy will be continually reviewed on a day by day basis.

## 2. ADVICE ON COVID-19

### How serious is the coronavirus?

- It can cause flu like symptoms, including fever, cough & difficulty in breathing, in addition may have loss of smell and taste
- The infection is not serious for most people, including children
- There is currently no vaccination
- Most people get better with enough rest, water to drink and medicine for pain.

### How likely are you to catch the virus?

- You can only catch it if you have been close to a person who has had the virus, or through surface contact
- The chance of being in contact with the virus is currently low in the UK
- If you have travelled to areas where many people are infected, your chance of catching the virus is higher, i.e. China and any affected areas.

## 3. HOW CAN YOU STOP COVID-19 SPREADING?

### If you need to cough or sneeze:

- Cover your nose and mouth
- Catch it with a tissue
- Bin it
- Kill it by washing your hands with soap & water or hand sanitizer.

### You should wash your hands with soap & water or hand sanitizer

- Before leaving home
- On arrival for work
- After any task where shared equipment is used, surfaces touched, etc.
- After breaks

		<ul style="list-style-type: none"> <li>• Before and after cooking &amp; eating</li> <li>• After using the toilet</li> <li>• Before leaving work.</li> </ul>
<ul style="list-style-type: none"> <li>• Avoid direct hand contact with your eyes, nose, and mouth</li> </ul>	<ul style="list-style-type: none"> <li>• Do not share items that come into contact with your mouth such as cups &amp; bottles</li> </ul>	<ul style="list-style-type: none"> <li>• If unwell do not share items such as bedding, dishes, stationary &amp; towels</li> </ul>
<ul style="list-style-type: none"> <li>• Avoid direct contact with people that have a respiratory illness</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid social gathering such as Pubs, Clubs, Theatres, Concert</li> </ul>	<ul style="list-style-type: none"> <li>• Unnecessary visits to friend and relatives in care homes</li> </ul>
<ul style="list-style-type: none"> <li>• Stay at home whenever possible</li> </ul>		

#### 4. GENERAL MEASURES

##### Initial Measures:

- Coronavirus notices have gone up in strategic positions around IWM for employees and visitors
- Antibacterial hand wash has been placed in all toilets and hand cleaning areas
- Antibacterial wet wipes have been strategically placed across IWM for employees and visitors
- Housekeeping daily hygiene duties have been doubled up and to include, wiping of all door handles, cupboard handles, toilet handles, tap handles, stair banisters
- Daily housekeeping monitoring documentation checklists in place
- An additional supply of antibacterial wet wipes has been provided to housekeeping
- Additional Supplies of hygiene products has been increased
- Individuals should clean down equipment and work area after use
- IWM has provided all staff with personal hand sanitizers
- Social distancing implemented, meaning avoiding close contact with visitors or colleagues i.e. handshakes

##### Further Measures:

- Temperature checking of staff on arrival for work
- Design and publication of further workplace posters
- Antibacterial sanitizer strategically placed at IWM entrances
- COVID-19 dedicated bin for hygiene waste
- Purchase and provision of reusable face visors for all employees (To be sanitised at the start of each shift)
- Registration on the government portal for employer testing referrals (Please speak to Jon or Reiss for referral)
- No car sharing and limit use of public transport where applicable
- Research, if required, into external contract cleaning, FOGGING and additional air purification machinery
- Issuing and sign off of employee guidance packs.

#### 5. PPE - TRAFFIC LIGHT PPE SYSTEM

IWM has implemented a Zones and Process traffic light system to assess PPE use within the factory.

Zones	Description	Examples
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<b>Green</b>	Screened and only one employee is allowed access. Therefore, no additional PPE required.	Manufacturing areas for the majority of machinery.
<b>Amber</b>	Shared by employees, but measures have been put-in-place to adhere to social distancing. Therefore, no additional PPE required.	The saw shop, toilets, and drill areas.
<b>Red</b>	Shared by employees, where 2 metres social distancing cannot be implemented, and no other measures have been put in place.	There are currently no red zones at IWM.
<b>Processes</b>	<b>Description</b>	<b>Examples</b>
<b>Green</b>	Can adhere to social distancing. Therefore, no additional PPE required.	Work carried out in personal allocated working areas is a green process.
<b>Amber</b>	Where changes have been made to adhere to social distancing. Therefore, no additional PPE required.	Work carried out in shared areas and on shared equipment is an amber process. For example, works within the saw shop and works on drills.
<b>Red</b>	Where 2 metres social distancing cannot be implemented. Therefore, washing hands before and after tasks and wearing of visors is mandatory.	Lifting and fixing an electrical panel to the machine.

## 6. FACTORY MEASURES

### Initial Measures:

- Must stay in your allocated work area for the duration of your shift (as much as possible), NO access to other factories, offices or main stores
- Restricted working in each factory at any one time

### Further Measures:

- Purchase and installation of hand washing stations in each factory
- Purchase and installation of screens and chains to create safe working zones for individuals
- Build and installation of sanitiser tunnel for Goods In
- Staggered shift patterns under consideration where numbers of staff in work significantly increases and IWM are unable to maintain 2 metres distance.

## 7. MOBILE WORKER MEASURES

### Initial Measures:

- Follow customer rules when working on site
- Service Engineers to attend Head Office only where absolutely necessary through preapproval from Reiss Hollier
- Wash hands when leaving home and arriving at your destination
- Follow site specific rules when on site
- Wash hands when leaving site and on arrival at home

- Avoid unnecessary stops during journey times.

**Further Measures:**

- Purchase and provision of driver sanitising kits.

## 8. OFFICE MEASURES

**Initial Measures:**

- Must stay in your allocated work area for the duration of your shift, NO access to the factories or stores, without prior approval from Reiss Hollier (Visors must be worn at all times)
- International business travel banned
- All outbound and inbound business travel banned except for business-critical activity
- Work from home if you are able to do so.

**Further Measures:**

- Build and installation of protective perspex screens for office desks and boardroom table
- Meetings to be held via telephone or video conference facility
- Attend the workplace only where absolutely necessary.

## 9. EMPLOYEE RESPONSIBILITIES WHILST AT WORK

- Wash / sanitise hands when entering and leaving the building
- Use your FOBS to clock in, if not wash / sanitise hands before and after use of clocking machine
- Regularly wash or / and sanitise your hands through the working day
- No movement between factories without prior consent from Reiss Hollier
- Mobile phones allowed in factory for internal communications
- Maintain a minimum distance of 2 metres between people where applicable
- If there are jobs that require closer contact, this must be by agreement, last no longer than 15 minutes, wearing face visors, working back to back or side by side (where applicable) and ensuring washing hands before and afterwards
- One in, one out for your allocated toilet in your allocated work area (Verbally check before entering):
  - Machine Shop and top of Factory 1 = Toilet by vending machine
  - Bottom of Factory 1 = Toilet along from clocking machine
  - Factory 2 = Boardroom toilet
  - Factory 3 = Canteen toilet
  - Factory 4 = Toilets at back of Factory 4
  - Factory 5 = Toilet at back of Goods In
- One in, one out for communal areas:
  - Saw Room
  - Vending machines
  - Factory stores area
- Do not congregate together when smoking outside the building
- Canteen closed for eating, but not cooking food, maintaining 2 metres distance
- Normal break times apply
- Rules on eating in the workplace have been relaxed

- Bring a packed lunch or microwave meal to work
- Provide your own cutlery, plates and cups (No sharing)
- Ensure hygiene in own work areas is maintained
- You may change into your uniform at your work area or at home if you wish to do so
- If you wish to use your own face coverings, you may do so however, they must not pose a Health and safety risk
- Individual who locks up each factory to sanitise entry/exit touch points
- If you notice any shortage of soap / hand cleaner and towels, please let management know
- If you see anybody not following the rules, then please report so that we can manage accordingly.

## 10. EMPLOYEE GUIDANCE PACKS CONTENTS

- H&S – COVID-19 – Workplace – Policy
- H&S – Managing COVID-19 – In the workplace (Social Distancing) – Risk Assessment
- H&S – COVID-19 – General Information – Leaflet
- NHS – How to Handwash – Leaflet
- NHS – How to Hand Rub – Leaflet
- H&S – How to Fit Disposable Respirator – Leaflet (For personally bought items)
- H&S – Home Working – Checklist (Office based staff who can work from home only)
- Employee Sign Off - Form.

## 11. EXTERNAL VISITORS

- All non essential visitors including contractors are banned unless business critical activity
- All visits must be prearranged, and the company supply their COVID-19 risk assessment and policy prior to visit
- All visitors to report to reception in the first instance
- All visitors are required to complete a COVID-19 questionnaire on arrival
- Temperature checking of all visitors on arrival at IWM
- All visitors will be required to sanitise their hands on arrival and wear a visor for the duration of their visit
- Any visitor deemed high risk will be refused access to the premises.

## 12. IF AN EMPLOYEE FEELS UNWELL

### Whilst at Work

If you become unwell whilst at work then please immediately self isolate outside of the building and tell a member of management.

### Whilst Outside of Work

If you fall ill whilst outside of work, keep away from others and stay at home to stop the infection spreading. Avoid public transport if you think you have symptoms of coronavirus.

Ensure you call the dedicated absence reporting line telephone number 01928 583 002 and leave a message.

- If you have symptoms of Coronavirus infection (COVID-19), however mild, you live alone, stay at home and do not leave your house for 7 days from when your symptoms started

- If you have symptoms of Coronavirus infection (COVID-19), however mild, you live in a shared household, stay at home and do not leave your house for 14 days from when your symptoms started
- This action will help protect others in your community whilst you are infectious
- Plan ahead and ask others for help to ensure that you can successfully stay at home
- Ask your employer, friends and family to help you to get the things you need to stay at home
- Stay away from vulnerable individuals such as the elderly and those with underlying health conditions as much as possible
- You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days contact NHS [111 online](#). If you have no internet access, you should call NHS 111. For a medical emergency dial 999
- Further advice from Public Health England is available from [.GOV.UK](#) and [NHS.UK](#)
- If there is an emergency then call 999.

### 13. FIRST AID ARRANGEMENTS

- IWM will ensure there is always at least one First Aider on site at IWM at all times
- When attending to individuals, their visor and surgical gloves must be worn at all times
- Ensure the individual immediately leaves the building
- Ensure 2 meters / 7-foot distance is maintained between the individual presenting symptoms
- Ensure individual coughs or sneezes that they do so on tissue or the inside sleeve of the top they are wearing
- Ensure avoid in touching anything
- If performing CPR, ensure use of 'Mouth to Mouth Shield'
- Ensure everything is placed in a secure bag and placed in the allocated COVID-19 bin.

### 14. MANGEMENT ACTION IF SOMEONE FEELS UNWELL WHILST AT WORK

- Telephone and inform the relevant authorities and family members
- Arrange a COVID-19 test through the employer portal
- Ensure all areas affected are deep cleaned
- Maintain regular communication and updates from employee
- Ensure effective communication to workforce of current status.

### 15. GENERAL ADVICE AND NUMBERS

Coronavirus (COVID-19) helpline: If you do not have symptoms and are looking for general information, a free helpline has been set up on: 0800 028 2816.

For any concerns relating to symptoms [visit the NHS 111 Online service](#).

Please be aware that the advice and possible travel restrictions are being updated on a daily basis and the position may change in line with the official advice. Please see the link below which will lead you to the most recent updates:

<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

### 16. EMPLOYEE RESPONSIBILITIES OUTSIDE OF WORK

Although not enforceable under this policy IWM strongly advises employees to continue to follow the government guidelines on social distancing and hygiene practices outside of work whilst not at work in order to protect themselves, their family and their workplace colleagues.

Failure to follow these rules outside of work is ignorant, extremely irresponsible, high risk and increases the chances of the exposure to and spread of the COVID-19 virus for yourself, family and work colleagues. It jeopardises the health, safety and wellbeing of all of us and all of the hard work that every individual and the business has done to help manage and eradicate this virus.

## **17. BREACH OF THIS POLICY**

You are expected to strictly adhere to the rules set out in this policy to protect the health, safety and wellbeing of us all. Rules are strict and will be enforced.

Failure to adhere to the rules set out in this policy will be deemed as gross misconduct and will result in disciplinary action, which may include dismissal, in accordance with IWM's Disciplinary Procedure.