

# Corona virus policy

## Strategic plan for staying open safely during coronavirus (COVID-19). “Return to work”

### Policy brief & purpose

WEC GROUP Ltd recognises its duties under current UK Government guidance while staying open safely during coronavirus (COVID-19) and maintaining a safe and healthy working environment for its employees. All Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the Health, Safety and Welfare of those that are likely to be affected by the operation of the business. WEC GROUP understands that employees may have concerns about how WEC can remain open for business safely, and how all employees can play their part in preventing the spread of the virus. 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 unprecedented situation. This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines.

### Scope

This coronavirus policy applies to all of our employees who physically work in office(s) and on shop floors. We strongly recommend our remote working personnel read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### Responsibilities

Senior Management is primarily responsible to ensure that all protective measures are implemented at all times. All Departmental Managers and supervisors are responsible to implement and maintain safety measures defined in this document. Everybody is responsible to comply with the protective measures developed in this Policy.

**Staying at home if you, or someone in your household, have symptoms listed below :-**

**High Temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**Clinically Extremely Vulnerable Employees**

- If you can work from home you must do so.
- You need to take extra precautions and must stick to the social distancing guidelines
- If this is not possible in your day to day work you must instruct your supervisor/manager.
- Please make your co-workers aware that you are in this category.

**Clinically Vulnerable Employees**

- You need to take extra precautions and must stick to the social distancing guidelines
- If this is not possible in your day to day work you must instruct your supervisor/manager.
- Please make your co-workers aware that you are in this category.
- Over 65 must also be extra cautious. – The World Health Organisation classes this age group in the clinically vulnerable category.

**If you have symptoms**

- You must stay at home and book yourself a test
- You must instruct your supervisor/manager of any co-workers that you have had close contact with.
- You can request to return to work if the test is Negative

### **If you have tested positive**

- You must self-isolate for a minimum of 10 days.
- After **10 days** you **do not need** to self-isolate if you just **have a cough**. A **cough** can last for several weeks once the infection **has** gone. If you **continue to** feel unwell, **and** you **have** not already sought medical advice, you should contact your GP or GP out-of-hours for advice.

### **Close Contact definition**

- Within 1 mtrs face to face at any time without any protection.
- Within 2 mtrs for more than 15mins without a face mask

### **Contact with co-workers**

If you have been in close contact with someone who is being tested you do not need to self-isolate, but you must

- Avoid anybody that is classed as vulnerable and maintain strict social distancing and good hygiene
- Wipe down any equipment or touch points that could be contaminated.
- If the test result is positive (which usually takes 2 days) you may be contacted and told to self-isolate for 14 days by the NHS test and trace service.
- The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive for coronavirus

### **Household show symptoms**

- You must self-isolate for 14 days.

### **Sick pay**

- Those who are self-isolating because they or someone in their household is displaying symptoms of coronavirus will be eligible for Statutory Sick pay (SSP).

### Travelling to/from Work

- When travelling everybody should continue to avoid public transport wherever possible. If they can, people should instead choose to cycle, walk or drive, to minimise the number of people with whom they come into close contact.
- **Note! Social distancing guidance on public transport must be followed rigorously**

### General hygiene rules

- Regularly wipe touch points the, work surfaces, mobiles, phones, touch screens and all hand held equipment you use
- You must wash your hands with soap and water often – for at least 20 seconds and 8-10 times during the working day
- Wash your hands as soon as you get to work and as soon as you get home
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away
- Put used tissues in the bin immediately and wash your hands
- Do not touch your face if your hands are not clean

### Social distancing in the workplace

- Work from home if it is possible for the short term and review.
- Do not enter the building any earlier than 15 mins before start time
- Introduction of staggered start/finish times at 15min intervals to reduce pinch points in locker rooms washrooms and the canteen.
- Movements during shift to be minimised as much as possible on shop floors/ office areas/reception/ stores
- Employees to stick to the 2m markers on the floor and one-way systems if in place.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Drop points in the offices and workshop for paperwork.
- Adhere to the 2 meter rule and distance yourself from your colleagues. If this is not possible :-
  - Wear a face-covering. It is important to use face coverings properly and wash your hands before putting them on and taking them off
  - Staff should work side by side, or facing away from each other, rather than face to face.
  - Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible .

## **\*Wearing Face mask- Mandatory**

- As your employer, WEC GROUP have a duty of care towards all employees.
- With Coronavirus infection rates increasing it has been decided **that with immediate effect** face coverings will be mandatory across all the whole Group. This includes all employees both on the shop floor and in the offices.

### **Shop floor**

- **When employees move around the shop floor a face covering (face mask, visor) must be worn at all times.**

### **Office**

- **When employees are sat at their desk they do not need to wear a face covering, however, a face covering is mandatory when moving around the offices.**
- For both your own and your colleagues safety we ask that you adhere to the above when working and also when you are on your breaks.

## **General Cleaning**

**In addition to the general cleaning routine the COVID cleaners will be ensuring the following areas are disinfected twice daily as a minimum:-**

- Kitchen and canteen facilities, work surfaces and tables.
- Toilet facilities.
- All doors and handles, handrails and dispensers.
- Clocking in machines.
- All touch points within the group.

## **Offices**

- All office employees to wipe down their phones, computer keyboard and mouse at the start of their working day as a minimum, with Antibacterial wipes.
- All doors to be permanently wedged open where possible
- Offices will be split; desks appropriately distanced and where possible to include a one way system.
- Limit the number of employees in production meetings.
- Reduce traffic in and between offices with nominated employees at set times distributing paperwork.
- Red bins which are double bagged for disposal of used gloves and masks
- Reduce the use of paper and the use of printers as much as possible.

## **Workshop**

- Antibacterial wipes or cleaner and blue paper roll for cleaning must be readily available.
- Floor markings around work areas to highlight and encourage social distancing.
- Large signs placed around the shop floor related to COVID 19 instructions
- All operators to be kept in their area as much as possible and instructed to minimise their movement during shift.
- Operators to clean the control panels of the machines and work areas; door handles etc at the beginning of each shift.
- All tools which are returned to the stores must be wiped down with antibacterial wipes
- Red bins which are double bagged for disposal of used tissues , gloves and masks

## **Meetings**

- Use remote working tools to avoid in-person meetings.
- Only absolutely necessary participants should attend in person meetings and should maintain 2m separation throughout.
- Avoiding transmission during meetings, for example, from sharing pens and other objects.
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.

## **Common areas/canteens/toilets**

- Everybody must be encourage to eat at their work stations, desks or cars
- Access to canteens to be planned – staggered meals preparation slots
- Signs outside Rooms e.g. toilets/canteens/ offices stating max amount of people allowed at any one time to maintain social distance.
- Staggered start/ finish times at 15 min intervals to reduce pinch points in locker rooms/ washrooms/canteen
- Limit the access of toilets to maximum 2 people at one time. Introduce one-way system where toilets have 2 access entrance/exit doors.

## **Company Vans, Wagons, Forklift Trucks and Pool cars**

- Clean steering wheel, Handbrake and handles before use
- Cleaning equipment must be provided for each vehicle

### **Visitors to site**

- No visitors - unless business critical, encourage remote connection e.g. Remote Conference calls.
- Limit the number of visitors at any one time.
- External customers /suppliers must sanitize hands when entering receptions.
- All visitors to fill out a questionnaire regarding symptoms of COVID 19.

### **Suppliers Deliveries**

- Encourage drivers to remain in the vehicles where this does not compromise their safety.

### **Deliveries**

- Minimise person-to-person contact during deliveries to other sites.
- Maintain consistent pairing where two-person deliveries are required.
- Minimise contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.
- Where possible and safe, single workers can load or unload vehicles.

### **First Aiders**

- In case of accidents/incidents occurrence, first aiders involved shall wear full protection: full face shields, aprons, gloves, face masks.

### **Movement of goods**

- The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a physical package is also very low.

### **Inductions**



- Every employee when returning to work must be inducted to the new behavioural and working rules.



