



Contagious Disease Policy 050620 V4

Purpose

The purpose of this policy is to minimise the impact from the effects of Epidemic and Pandemic contagious disease transmission at work.

We will obtain guidance from HM Government agencies, including Public Health England and HSE. We will also seek guidance from our contacts in the Industry sector. We will continue to review, add/amend the controls in place as more legislation and Government Guidance is made available. We ask for understanding and patience from all who attend site as our normal day to day way of working will be altered.

Due to the nature of this policy it will be distributed by email only.

The Risk

COVID-19 presents a unique and unprecedented challenge to the business and individuals at home and at work.

The employer has a legal responsibility to protect all workers and reminds employees that they also have responsibility for their own safety and that of their co-workers. The effectiveness of this policy relies on all persons on site taking an active role in preventing the risk and spread of COVID-19.

We will take all reasonable and practical steps to assess, limit and manage the risk of COVID-19 and we recognise that we cannot completely eliminate the risk. This document should be read in conjunction with our COVID-19 Risk Assessments, Roften Site Plan V2 and Health and Safety Policy. In accordance with Government guidelines we will publish the results of our action plan on our website.

Consultation with Staff

This policy has been produced in consultation with the Health and Safety Representative. The company encourages all workers involvement with suggestions for further development of this policy.

If you have any concerns regarding this policy, in the first instance contact your Foreman or Health and Safety Representative. If you still have concerns contact your Trade Union or Health & Safety Executive using their online Working Safely enquiry form or contact them on 0300 790 6787.



Managing the Risk

All Employees - General Guidance

Specific guidance will be provided to each area of the site i.e. Factories and Workshops, Delivery Drivers and Offices. General Guidance which applies to all persons on site, to help limit the spread of a contagious disease is detailed below:-

- **Wash your hands**
Often and regularly with soap and hot water for more than 20 seconds.
Wash your hands on arrival at work and when leaving work
Wash your hands before eating, before touching kitchen equipment including kettles, cups and cutlery
Hand sanitiser is located at key areas around site where hand washing facilities are unavailable
- **Stay 2m apart**
Follow the Government guidance on social distancing. Stay 2m apart at work and continue to be responsible away from work, maintain 2m distance when shopping or away from home. Do not come in to contact with anybody who is not a member of your household, this includes shaking hands or patting co-workers on the back.
- **Avoid touching your Face**
- **Use a tissue**
If you cough or sneeze, if you don't have a tissue use the crook of your arm. Bin tissues and wash your hands immediately.
- **Stay at home if you or a family member has symptoms or tested positive for COVID-19**
You must not attend work if you or a member of your family has COVID-19 symptoms or recently tested positive for COVID-19 (ie within the last 7-14 days). Ring, email or text in to advise, we will advise you of when it is safe to return to work.
- **New Signage**
Additional signage will be displayed in key areas around site offering information and guidance. Read these carefully.
- **Restrictions around Site**
Stay in your own work area. Movement around site is restricted. You must not enter any Workshops unless you have a valid business reason to be there. Access to the front offices is restricted to Supervisors only.
- **Maximum Room Occupancy**
Signs are displayed at the entrance to bathrooms, mess rooms and the Weighbridge Office. This restricts the number of persons allowed in an area due to the size of the room.



If you fall ill at work

- Leave the work area immediately. Tell your immediate Supervisor, limit the items you touch and if you are fit enough leave site immediately. If you are too unwell to make your own way home, please advise your Supervisor and arrangements will be made to transport you home.

- **Contact**

Provide up to date contact information. We require a contact phone number, next of kin information and an email address. To limit cross contamination we will send communications out by email and also advise your Foreman of all important changes. The use of paper handouts will be restricted. If you would like to ask us a question or a query please ring in on 0151 355 4257 or email accounts@roftten.com

- **The Use of Face coverings**

Wearing a face cover is optional and is not required by law ^[2].

If you choose to wear a face covering this should not interfere with any relevant PPE required to perform your duties.

Further information on the safe use of face coverings at work can be found at the end of this document.

- **Safety Standards and PPE**

During the Pandemic it is important that normal safety standards and practices continue. All PPE must continue to be worn in the normal manner. PPE spot checks will be performed. Safety checks and procedures must continue without exception.

- **First Aid**

All First Aiders and Supervisors have been provided with advice from St Johns Ambulance on how to reduce the risk of cross contamination and carry out effective First Aid during a Pandemic.

Reminders, Talks & Training

We will provide regular reminders to build awareness of good handwashing techniques. Signage is displayed in all bathrooms and kitchen areas. NHS Video Guidance on how to wash hands will be emailed to all staff.

Regular reminders about social distancing will be provided by your Supervisors and also in the form of floor markings and signage.

We will also email you to remind you of the basic principles of keeping safe at work during a Pandemic.



Protecting People who are at higher risk

Individuals who have been identified as clinically vulnerable, extremely vulnerable or requested to shield should advise The HR Dept immediately.

Clinically extremely vulnerable individuals are strongly advised not to work outside the home. Home working is not normally possible due to the nature of the business, however the company will consider all reasonable and practicable options for working.

Where practically possible clinically vulnerable individuals who can work will have their roles reviewed to ensure 2mtr safe distancing can be maintained and to see if alternative safer roles can be found.



Keeping the Workplace Clean^[3]

Our objective is to keep the workplace clean and prevent transmission by touching contaminated surfaces. Cleaning has been increased in all areas of the site. On site cleaning is performed by a professional cleaning company. In addition we will introduce further cleaning which will be carried out between shifts.

The Cleaning Team will clean high traffic and public areas at least twice daily using antibacterial products, this includes bathrooms, kitchens and door handles.

Offices will be cleaned daily with emphasis given to high usage areas and surfaces.

A detailed cleansing regime will be provided to cleaners.

Enhanced stocks of antibacterial wipes, hand sanitiser and soap will also be kept on site. Staff will be encouraged to wipe frequently used equipment with antibacterial wipes between use. This includes items such as printers, shredders, keyboards and phones. Within the Factory and Workshop PPE gloves are used but antibacterial wipes are available for any items which are touched by bare hands.

All staff are encouraged to keep work areas tidy and free from clutter. This will ensure surfaces can be accessed and cleaned easily.

Specific guidance will be provided to the cleaning team on cleaning after a known or suspected case of COVID-19 (Further guidance can be found at the end of this document).

Mental Health

During this period of uncertainty we understand this can cause higher levels of anxiety and actively encourage all staff to be proactive about their Mental Health. To help you manage your wellbeing we will encourage you to take your holidays. We will also send out information via email on how to access Mental Health support. Please remember it is good to talk about Mental Health, consider talking to a co-worker if you are concerned about your mental health as sometimes this can be easier than talking to a member of your family. Anyone who has concerns about the welfare of a co-worker should contact the HR Dept immediately.



Workshops and Factory Staff

Further Guidance and Controls

In addition to the above standard guidance the following guidance/controls are also in place:-

Shift Changes and or shift start and end times

To achieve a satisfactory level of social distancing shift patterns and shift numbers will be reviewed. This may include staggering shift start and end times and changing break times. Also a clear break between shifts has been introduced of approx 20 minutes to prevent cross contamination between shifts.

Car Journeys

Try to avoid sharing car journeys with colleagues. If this is not possible ensure good ventilation, open a window and do not face each. Consider using a face mask. Wash your hands immediately after getting out of the car. The owner of the car will need to clean the car regularly, including frequently touched areas such as door handles using anti-bacterial products.

Overalls

Change in to overalls at home, or in or by the car

Floor Markings

Observe all 2mtr floor markings and visual cues on distancing.

Clock Machine Corridor

The space around the clock machine is limited. Signage is displayed advising to go in the direction of travel and not double back after clocking on or off. This is to reduce people crossing within a small area. Familiarise yourself with signage in this area. The corridors generally can be narrow, do not linger in corridors chatting.

Wash your hands as soon as you arrive on site and when you leave.

Locker Room

To reduce cross contamination, put all items in lockers. Maintain 2mtr distance in the locker room. Observe maximum room occupancy signs, be patient, wait outside and allow people time obtain their things. Reduce the number of visits to your locker.

Whilst Working

A distance of 2 mtrs should always be maintained. If this is not possible you should avoid working face to face. Work alongside each other. Working face to face is the very last resort and should be heavily restricted to no more than a few minutes. Seek guidance from your Supervisor if you need to work within a 2 mtr distance, the Supervisor will consider if the activity should be performed or can be performed in an alternative way to mitigate any risk.



Restricted Access

Stay in your immediate work area do not enter any other workshops. Do not enter the front offices. Non-essential trips between workshops are prohibited. Supervisors only to access Production Offices and Front Offices.

Communication

During a Pandemic to reduce the risk of cross contamination, information and guidance will be sent to employees by email only. Paper payslips will not be sent out. If you have a query, request or a question, send an email in to accounts@roften.com or ring us on 0151 355 4257, your request will be handled promptly.

Holiday Requests & Requests for Safety Equipment

To reduce cross contamination from paperwork, where practically possible employees are encouraged to email in requests for holidays and replacement safety equipment to accounts@roften.com.

Hygiene

Be meticulous about your personal hygiene. Wash your hands after visiting the toilet. Wash your hands before eating. Don't touch your face. Think about all the surfaces you touch, your phone, your keys, door handles etc.

Health

Let us know immediately via email or phone if you have any serious health concerns, have changed your medication or have received a letter advising you to shield. Try to follow the Government guidance on how to stay fit and healthy.

Mess Room

Make your own drinks. If you do make a drink for a colleague, wash your hands and the crockery thoroughly first. Maintain 2 mtrs distance in the mess rooms, do not put food directly on to the table or surfaces. Wash up after yourself and put your dishes away. If you leave items out they will be disposed of.

Tidiness

To enable effective cleaning, work areas and mess rooms need to be kept tidy and free from items left on floors and tables, this will allow the cleaning team easy access to thoroughly clean all areas. If you leave items on floors or tables or outside of lockers they will be disposed of.

Toilets

Restrictions are in place on number of persons permitted to access toilets at any one time. Maximum Occupancy Signs have been displayed. Bars of soap and liquid soap is distributed around all bathrooms. To prevent contamination paper towels should be placed in the bin and not dropped.

Vaping



Roften Galvanizing Ltd.

Do not vape around other people. Consider wind directions when vaping as 2 mtr distancing may be inadequate.

Smoking Hut

Maximum occupancy signs are displayed in the smoking hut and 2 mtr social distancing rules must be observed in the smoking hut. Do not linger, smoke and leave. Remember somebody else might be waiting to use it.

Fixed Teams and Overtime

Where practically possible teams should remain fixed in accordance with the needs of the business.

Be Respectful

Do not joke about social distancing, be respectful. It is not acceptable to invade a persons personal space. Do not shake hands or pat people on the back.



Weighbridge & Delivery Drivers

Further Guidance and Controls

Dealing with Customers

The Weighbridge counter has been moved and adapted to reduce the area for Customers to wait. Screens have been installed on the countertop.

Facilities for Visiting Drivers

Visiting drivers will have access to toilet and hand washing facilities via the Yard Portakabin toilet.

Payments

To limit the use of cash, encourage Cash Sale customers to pay by card or directly in to our bank. Anti-bacterial wipes should be used carefully on the credit card machine after each use.

Maximum Occupancy Signs

Maximum occupancy signs are displayed in the Weighbridge Office.

Weighbridge Doors

When possible doors should be propped open to increase ventilation and stop contamination of door handles.

Alcohol Hand Gel

Drivers will be provided with Alcohol hand gel of at least 60% Alcohol content. This should be used regularly as an alternative when there is not access to soap and water.

Anti-Bacterial Wipes

Wipes will be provided for use within drivers cabs. Please use them regularly on door handles, steering wheels etc.

Social Distancing

Adhere to 2 mtr social distancing guidelines at all times and also when visiting customer sites.

Paperwork

If possible ask customers to email orders in. Continue to wash hands regularly particularly after handling paperwork and cash. Customers should not sign delivery notes however a name of the person who is accepting the delivery must be obtained.

Petrol and Service Stations

Sanitise your hands after dispensing fuel. Refrain from visiting busy service stations.

Vehicles

Keep all company vehicles clean. If you have to swap vehicles wipe the vehicle down with antibacterial wipes before and after use paying attention to high touch areas.



Office Workers

Further Guidance and Controls

In addition to the above standard guidance the following guidance/controls are also in place:-

Working From Home

Where possible, persons who can should work from home. However it is important to prevent social isolation and a blend of home working and office working should be considered this is dependent on business needs and may change from day to day. To maintain good communication staff who are working from home should make daily contact with the office and discuss the days tasks ahead.

Maximum Occupancy

The floor area of all offices has been assessed and the number of persons frequenting each area. Currently it is deemed un-necessary to restrict access with maximum occupancy signs.

Desks

Desks have been re-positioned to allow at least 2 mtrs between each desk. Depending on future occupancy screens may also be adopted.

Ventilation

Good ventilation should be maintained within the office with windows open if possible.

Air conditioning should be avoided as this may re-circulate air.

Internal doors should be wedged open to reduce cross contamination of handles and to encourage air flow.

Signage

Social distancing signage has been displayed throughout the offices. Hand washing reminder signage has been placed in all kitchens and bathrooms.

Anti-Bacterial Wipes & Hand Sanitiser

The Production office and Accounts offices have anti-bacterial wipes for additional cleansing of office machinery. These should be used on high-touch items and shared office equipment such as printers with staff actively encouraged to cleanse items before and after use. Hand sanitiser has been placed next to high usage items and staff encouraged to use it.

Hot Desking

Avoid sitting at a desk which is not your own. Where practically possible do not share items of equipment such as pens and stationary items.

Paperwork & Post

Remember viruses can live on surfaces including paper so wash your hands frequently. Encourage customers to send invoices and statement via email. Where possible ask employees to email in holiday requests and safety equipment requests.

Post or deliveries must not be signed for. Wash your hands immediately after handling post.

Tidiness

Keep your desk and office area tidy. Ensure your desk is clear, this makes surfaces easier to clean.



Toilets

Maximum occupancy signs are displayed throughout the bathrooms. Sterile wipes are available and staff should use strict levels of hygiene when using the bathrooms.

Kitchen

Maximum occupancy signs are displayed. Chairs have been restricted to one per table. Kitchen work areas must be kept clean and free from clutter. This will be monitored and items left out will be disposed of.

Disposal of Waste

Disposal of office waste has been assessed and waste bins will continue to be emptied daily. In the event an individual has disposed of paper tissues in their office bin they will be required to empty their own bin in a black bin bag and securely tie the contents. The waste should then be disposed of in the normal manner.

Meeting Rooms

Hand sanitiser and Anti-bacterial wipes are available in the room. Social distancing tape markers have been placed on the floor to ensure 2mtrs distance is maintained. Chairs have also been placed 2 mtrs apart. Signage reminding

Visitors

Only essential visitors are permitted on site. Where possible the use of video and web conferencing should be used. Any visitor to site should be by appointment only and they must be contacted to confirm they are fit and without symptoms prior to attending site.

Toolbox Talk and Training

Supervisors will regularly remind staff of the 2mtr social distance rule and will actively encourage all staff to use the anti-bacterial wipes placed around the office on all items particularly high usage items.

Regular email reminders will be sent to all staff including informational NHS videos including safe hand washing.



Contractors

Only essential Contractors will be permitted to attend site. This is to ensure the site and plant can continue to operate in a safe manner. Where possible non-essential works will be delayed to limit the overall number of persons on site. All Contractors must continue to sign in at reception and follow site rules. Hand sanitiser is located next to the visitor book along with information on social distancing.

General Summary

This policy has been created to try to protect all those who attend our site during this unprecedented time. We expect everybody on site to be responsible and to work with us to ensure safe working practices are maintained. Suggestions for improvements are welcomed and can be emailed to us on accounts@roften.com.

We are committed to providing a safe working environment and will take appropriate action against any person who through complacency or deliberately jeopardises the safety of visitors or co-workers whilst adhering to the company disciplinary policy.

Monitoring & Review

Regular monitoring of these procedures will be performed by D. Addicott and A. Humphreys. This policy may be added to or amended at any time and email confirmation will be sent to all affected staff.



Further Guidance – Face Coverings

Wearing a face covering is optional and not required by law including in the workplace. We will support workers who choose to wear face coverings whilst at work, however it is important to remember that the evidence for using a face covering is weak. If you use a face covering at work you must:-

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and after removing it
- When wearing a face covering avoid touching your face or your face covering, as you could contaminate them with germs.
- Change your face covering if it becomes damp or if you have touched it
- Continue to wash hands regularly
- Change and wash your face covering daily
- If the material is washable, wash in line with manufacturer's instructions. If it is not washable dispose of carefully.
- Practice social distancing – 2m apart rule.

Face coverings can be made at home and information on how to do this and use them safely can be found on [Gov.uk](https://www.gov.uk)



Additional Cleaning Regime Required During Pandemic

The normal cleaning routine should continue with the following amendments:-

Antibacterial products must be used

All Factory bathrooms and Kitchens – Clean twice daily

Hand rails on staircases– Clean twice daily

Weighbridge Countertops – Twice daily

All door handles in Production Office, Mess rooms, Corridors twice daily

Main Reception Front door twice daily

Front Office areas once daily, including kitchen, bathrooms, door handles and phones.

Specific Guidance is shown below on additional measures required following a confirmed or suspected case of COVID-19



Government Guidance

Cleaning after a known or suspected case of COVID - 19 ^[4]

We will discuss with our cleaning team any known or suspected cases of COVID-19 and will provide them with the information below. Review and monitoring of cleaning will be carried out by G. Stockton and A. Humphreys

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.



Principles of cleaning after the case has left the setting or area

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.



Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.



References

- [1] HM Government 19 May 20 Working Safely in Plants, Factories and Warehouses Pg 24, "gov.uk," 19 May 20. [Online].
- [2] HM Government Section 5 Cleaning the Workplace Working Safely during COVID-19, "gov.uk," 19 May 2020. [Online].
- [3] HM Government, "<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>," 19 May 2020. [Online].