

COVID-19 Emergency Procedure

What to do if a worker or a member of the public becomes unwell and believe they have been exposed to COVID-19

If somebody in the workplace becomes ill and there is reason to suspect that they may have Covid-19 they will be requested to go home and self-isolate for 7 days as per government advice. If they develop serious symptoms, they should seek medical advice from NHS 111. If someone becomes unwell in the workplace and cannot go home, they should 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. If it is an emergency (if they are seriously ill or injured or their life is at risk) then the company will call 111 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.

If a driver becomes unwell while driving the vehicle, they should contact management and return to the depot immediately if safe to do so. If this is not possible the vehicle should be parked in a safe place and management contacted immediately to advise of the situation. The driver should then contact NHS 111 and seek advice. Arrangements will be made accordingly to ensure the safety of the driver and return of the vehicle.

What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace

Anybody who has come into contact with a person with a suspected case in the workplace, will be asked to, leave site immediately and self-isolate at home for 14 days.

Workers who are well but who have a sick family member at home with COVID-19 should notify their employer and self-isolate at home for 14 days.

When individuals in the workplace have had contact with a confirmed case of COVID-19

If a worker is confirmed to have COVID-19, the company will inform fellow workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality.

Workers exposed to a co-worker with confirmed COVID-19 should be requested to leave site immediately and self-isolate at home for 14 days.

If a confirmed case is identified the company will contact Public Health England to request advice on how to proceed and the measures required.

Staff who have not had close contact 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.

Cleaning areas where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include dry cough, sore throat, fever, tiredness or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles,

telephones

Goods vehicles that will be driven by other employees will need a full clean and disinfection paying attention to steering wheels and other controls in the driving area. Open doors and windows where possible while cleaning.

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

If a person becomes ill in a shared space, these will be cleaned using disposable cloths and the usual detergents. Precautionary measures will be taken to protect cleaners, such as gloves and face masks.

All waste that has been in contact with the individual, including used tissues, and masks if used, will be put in a plastic rubbish bag and tied when full. The plastic bag will then be placed in a second bin bag and tied. It will be put in a safe place and marked for storage until the company has spoken to Public Health England about its safe disposal.

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, and the site is secure and that the closure is communicated to all employees and 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.

Vulnerable employees

The company will identify employees that may be high risk and will speak individually and confidentially with those employees to discuss how to proceed.