

## **COVID-19 Procedures**

As coronavirus (also known as COVID-19) continues to spread, we would like to explain how we are responding to the global health crisis, based on the recommendations of the Government guidelines issued. The main guidelines are for social distancing and for strict hygiene measures.

### **Symptoms of Covid-19:**

- A dry cough
- A high temperature
- Shortness of breath
- Loss of smell or taste.

But these symptoms do not necessarily mean that you have the illness. The symptoms are similar to other illnesses that are much more common, such as a cold and the flu.

**Everyone** has a duty to protect themselves and others by inhibiting the spread of Covid-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health Guidelines.

**Everyone Must** follow the stay and home guidance if they have symptoms consistent with the COVID-19 infection or someone in their household. This includes employees and site visitors.

If an employee or a site visitor has symptoms, we are advising that they do **not** attend work (you must still advise your line manager/engineering manager). Employees are advised to visit [111.nhs.uk](https://www.nhs.uk) website where they can get further medical advice and to contact the NHS for a test if they are eligible. No one who has symptoms of COVID-19 should go to their doctor or a hospital to prevent infections from spreading.

If someone falls ill whilst at work: -

- Report this to your line manager/engineering manager.
- Cough/sneeze into a tissue and put it in a bag then into the bin, if no tissue is available then cough/sneeze into the crook of your elbow. (Remember infected waste needs to be double bagged and left for 72 hours)
- Avoid touching anything.
- Return home immediately.
- You must follow the guidance on self-isolation and not to return to work until their period of self-isolation is complete.

To continue ensuring everyone's safety the *mandatory hygiene regime* adapted before lockdown will be upheld. **Risk assessments will be put into place and MUST be adhered to.** Specific site risk assessments are needed for work on site.

### **Cleaning:**

- A deep clean/sanitisation has taken place and the cleaner will be coming into the unit more frequently to deal with common areas such as kitchen and toilets, partition screens etc.
- Workstations will be used solely by the normal user, there will be strictly NO sharing of the desk, telephones or computers at this time. The user shall ensure that telephones, keyboards, desk surfaces and handles including chair arms are cleaned with wipes provided before and after their working day.
- First employee entering unit will be expected wipe **all** door handles, light switches and bannister rails in the whole unit with alcohol spray.
- Vans should be emptied of waste each evening and surfaces sanitised such as door handles, inside and out, steering wheel, indicator, gear stick etc.
- It is good practice for company car users and drivers to sanitise car/van keys and mobile phones frequently.
- Any shared equipment should be sanitised before a change of user, this includes handles, dials/knobs and plugs etc. **DO NOT SHARE MASKS.**
- Personal and work phones & devices should be sanitised daily, along with any keys you may be handling throughout the day.

### Hygiene:

- Upon entry to the unit/site please use the sanitiser pumps provided in the Reception and near the Engineers Door. Ensure that you thoroughly rub the sanitiser into your hands for 20 seconds so it can dry, in the same way the signs show you should wash your hands. It is also recommended that this is done on exit of the unit/site.
- Using own personal hand sanitiser pumps provided by Optimise – refills will be available upon return to work.
- If you touch your face or mask you must wash/sanitise your hands.
- Cover your mouth with a tissue or your sleeve (not your hand) if you cough or sneeze. Put any used tissues in the bin straight away and wash/sanitise your hands immediately. Do not touch anything until this has been done.
- All members of staff are advised to be 100% self-sufficient and bring all cutlery, flasks etc., with them. It is not advised to leave the unit to go to local outlets for food or drink.
- All cloth towels will be replaced by paper towels which need to be disposed of accordingly.

### Social Distancing etc.:

- Communication where possible should be via phone, text or email rather than face to face to help reduce the risk of spreading the infection.
- Staggered start/finish times will be implemented to reduce congestion in the entry/exit areas.
- Staggered lunch breaks to reduce congestion in the kitchen area, 2m social distancing still must be observed.
- We will be implementing a one-way system through the unit. An anti-clockwise route – to access the canteen and toilets etc., (only one person in each of these areas is advisable) you will enter via the workshop, through the engineering office. When leaving you will exit via the door leading to the reception area. Vacant and engaged signs will be on display and used, in an attempt to only have one person in these areas at any one time.
- Only office staff are to be in the upstairs offices.
- There will be screens/partitions put in place between put in place within the office space to reduce risks further.

- The 2 meter distancing (approx. 3 steps) will be adhered to where reasonably practicable to do so (this includes when smoking/vaping, although during this virus it is advised not to smoke/vape at all). Where this is not possible, we encourage our staff to work side by side or back to back and NOT to work face to face unless there is no alternative. If working face to face we strongly recommend wearing a face covering, goggles and gloves. Also, to keep this type of work to the minimum amount of time (less than 15 minutes).
- Two person meetings will be permitted in the meeting room for office staff, upholding two metre distancing with masks being strongly recommended.
- The engineers will work in specified cohorts (small teams), to reduce the risk of spreading the virus to the whole workforce.
- Face coverings will be provided and are highly recommended to be worn. Ensure re-usable face masks are washed each evening at 60 degrees with relevant detergent. If wearing disposable masks these must be disposed of safely. Please note your hands **MUST** be washed/sanitised **BEFORE** & **AFTER** touching your mask.
- Avoid stopping and talking in walkways, stairways etc.

#### **PPE:**

- Normal PPE that is required for your tasks are still to be worn, but please remember to wash these down after each shift. This is especially important for air fed hoods and their shields.

#### **Customer sites:**

- All OHS staff are advised to be 100% self-sufficient and bring all cutlery, flasks etc., with them. It is not advised to leave the site to go to local outlets for food or drink. Remember some food sites (especially flour mills), will not allow you to have breakables onsite or products with allergens such as peanuts.
- Engineers are to pre-think the tasks needed for the day and ensure they have the appropriate materials and equipment for the day on the van. This eliminates the risk of leaving site and the hazards this can bring.
- OHS staff are required to follow the customers site induction and COVID-19 requirements.
- If an OHS staff member feels ill, then they will not attend site and if they are observed as being ill on site they will be sent home and this will be viewed as a disciplinary action if it is found to be a deliberate act of negligence.
- Do not accept beverages or food at customers sites.
- Avoid stopping and talking in walkways, stairways etc.

#### **Travel:**

- The workforce to travel alone to and from the site where possible, if this is not possible then they must sit as far apart as possible, keep windows rolled down and to sit side by side and not turn to look at the other party. It is highly recommended that face coverings are worn in this situation.
- Ensure everyone has washed/sanitised their hands prior to entry into the vehicle.
- Do not make any unnecessary stops during your journey, ensure that you and your occupants travel to work/site with what they need.
- When arriving on site/unit wash/sanitise your hands for at least 20 seconds as per guidelines.



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- Sanitised such as door handles, inside and out, steering wheel, indicator, gear stick etc. Not forgetting keys.
- It is highly recommended not to use public transport at this time.

**Do not travel abroad unless it's essential.**

When you return to the UK: protect yourself and others by following the government advice.

#### **Deliveries:**

- Drivers are to wash/sanitise hands when entering unit/site.
- Employees handling post/packages/parcels should sanitise hands prior to handling and to sanitise hands afterwards and before touching anything else.

#### **Air conditioning/ Heating system:**

- Where possible open windows, even if the temperature is sufficient.
- The aircon unit is being disinfected 15.6.20 by the supplier and will be set according to current guidelines.
- Aircon/heating system is to be timed to start at least 2 hours prior to work starting and to be on low fan speed setting.

#### **Wellbeing:**

You are part of a team and if you need any additional support please remember to contact our Wellbeing officer (Lisa Osborn) in confidence.

Paul Osborn

Director

10.6.20