



## **GBGS Co Ltd - CORONAVIRUS (COVID-19) Policy – V1.7**

We at GBGS have been following the ever-updating government guidelines surrounding the current COVID-19 pandemic, and will continue to do so as new updates become available, for now we have constructed extra hygiene and social distancing protocols that must now be followed at all times to ensure that we as a company can continue to work whilst also ensuring the safety of our staff, our clients and the public as a whole.

As stated by the government no workers will be forced into an unsafe workplace and GBGS have looked at the risks we as a company may face whilst working and looked to do as much as reasonably practicable to minimise them. To do this we have based the following measures around a number of primary points;

- We have carried out a COVID-19 Risk assessment and shared the results with people who work here
- We have cleaning, handwashing and hygiene procedures in line with the guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot be 2m apart, we have done everything practical to manage the transmission risk

This policy will be issued to all staff so that they are aware of the overall purpose of our plan and of the arrangements being put in place. It will also be issued to customers upon request for them to review our working methods against the government guidance. We will ask all employees to confirm their acceptance of our approach.

### **Health**

**OUR FIRST AND MOST IMPORTANT POINT, YOU MUST NOT COME TO WORK IF YOU ARE SHOWING SYMPTOMS OF THE VIRUS, MOST NOTABLY;**

- **A NEW CONTINUOUS DRY COUGH**
- **A HIGH TEMPERATURE**
- **A LOSS OF SENSE OF SMELL AND/OR TASTE**

**INSTEAD FOLLOW GOVERNMENT GUIDANCE AND START THE PROCESS OF SELF ISOLATING AND LOOK TO BE TESTED BY VISITING [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) OR CALL 119 IF YOU DO NOT HAVE INTERNET ACCESS. PLEASE ALSO CONTACT A MANAGER AND EXPLAIN THE SITUATION SO THAT COVER CAN BE ORGANISED.**

If results return as positive, employees should follow the government's new Test and Trace procedure and provide information of anyone who has been in 'close contact' with the infected person(s) within the last 48 hours. 'Close contact' being outlined by the government as;

- Face to face contact (Less than 1m)
- Spending more than 15 minutes within 2m of someone
- Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane

If an employee receives a notification from NHS Test and Trace that they should begin self-isolating, even if they do not currently have symptoms, they should do so. Employee's should also self-isolate even if they have not yet received notification from NHS Test and Trace but know that a member of their household or support bubble have symptoms.

Any worker who has previously been tested for COVID 19 is to provide a certificate/text of the results (positive or negative) given to them.

GBGS have taken on board government guidelines and vulnerable workers shall not be permitted on site until further guidance has been issued. Home working has been implemented for our vulnerable workers. All workers to be encouraged to report if they have any underlying health conditions.

### **Commuting/Travel**

If it is not possible to work from home, then all staff members who travel to work should do so alone where possible.

Management will always look to promote lone travelling where possible however, due to physical lack of vehicles and/or it becoming financially impractical to have one vehicle per worker to every set of works then the number of people per vehicle will be kept to a minimum and distance between each other within the vehicle will be kept to its maximum.

Staff will also maintain facing forwards (side to side) opposed to facing each other (face to face).

Increased ventilation will be maintained throughout the travel time and windows will be kept open to aid with this where possible. Staff should not drive with windows open if this creates other risks i.e. heavy rain coming into vehicle.

All vehicles will be cleaned down by the users before and after use with gloves and cleaning usual cleaning products provided.

Staff will also make use of hand cleaning facilities before and after leaving the vehicle.

We will also look to maintain consistent pairing to reduce the number of people each person has contact with.

Whilst travelling with others staff must use face coverings. As stipulated by the government this is only a precautionary measure to help reduce the likelihood of you yourself transmitting the virus and is **NOT CLASSIFIED AS PPE**. GBGS will be providing face coverings to its staff however, staff must;

- Wash their hands for 20 seconds or use hand sanitiser before putting on and removing a face covering
- Avoid touching your face or face covering
- Change your face covering if it becomes damp or if you have touched it
- Change and wash your face covering daily
- If your face covering is not washable then it should be disposed of carefully
- Avoid shouting i.e. turn down loud music

Staff members should keep unnecessary stops to public areas to a minimum however, if needed i.e. refuelling, then they must follow the guidance provided by the establishment.

If you become unavailable to travel into work using your personal mode of transport, GBGS request that you do not use public transport but instead inform a manager of the situation and we will look to provide some form of private transport for you.

### **At Work – Warehouse/Main Depot**

Whilst at work social distancing of 2m's between each person must be maintained at all times.

Staff will be allocated entry and exit points depending on their workstations/role to help reduce congestion at doorways and corridors. Hand sanitising stations have been set up at all entry and exit points

Areas restricted on space will be kept to one person at a time and will be sign marked as such.

Workstations will be kept to a minimum distance of 2m apart and equipment will not be shared.

Breaks will be staggered, and staff are encouraged to stay on site with food from home.

There will be no more than one person in the break room at any time. Each employee must, at the end of their break time, wipe down the surfaces they have been in contact with and clean and put away any cups, plates utensils using products provided. Staff must also dispose of their rubbish safely.

Staff must keep moving around the workplace to a minimum where possible and take care when moving around space restricted areas such as corridors i.e. looking/listening before moving and making their presence known. "Anyone in?"

Office doors will be chocked open where possible to reduce contact with door handles.

Enhanced cleaning of busy areas and workstations will be undertaken, with frequent cleaning of work areas and equipment between uses, using usual cleaning products.

Where safe to do so, single workers will be used to load or unload vehicles. Delivery drivers will be told to stay in their vehicle where possible.

No visitors will be allowed on site during this time. All meetings between staff will be conducted digitally or kept to minimum and held in a well-ventilated area (outside if possible) with 2m separation.

Car parking to be spaced out. Workers must only leave their vehicles when the access is clear and it is safe to do so.

Where, for reasons of practicality staff require assistance (e.g. a two-man lift), they should carry out the operation in a way which ensures they minimise the contact, face in different directions where possible and minimise the time to less than 15 mins. If this cannot be achieved, then they should inform a manager so the task can be reviewed, if not already done so.

Avoid shouting where possible i.e. Turn off loud music or machinery before speaking.

## **At Work – On site**

Prior to arrival at site management have put extra pre-order information requirements in place to ensure safety at site and also so that site contacts know and understand how GBGS will be working during this time.

On arrival at site staff should make their presence known, preferably by calling opposed to using doorbells/knocking, and notify the site contact that they will be looking to maintain social distancing throughout their time on site and this should be respected.

Staff must follow site specific rules if any are in place.

If at any point any staff member feels they cannot maintain a safe social distance, then they should remove themselves from the area immediately and contact their supervisor to remedy this issue. If this issue cannot be resolved, then staff members will be removed from site until this can be achieved.

Staff should also look to stop equipment rotation where possible. Equipment must be cleaned down before and after use with the gloves and usual cleaning products provided.

Teams will be fixed with consistent pairing. Handwashing and hand sanitising facilities have been assigned to each team and must be used frequently throughout the day.

To avoid areas where people have to directly pass each other, teams will use drop off points/transfer zones to transfer tools etc to the work area.

Whilst working on site staff must maintain social distancing and coordinate how they going to work to avoid 'collisions'.

Where, for reasons of practicality staff require assistance (e.g. a two-man lift), they will carry out the operation in a way which ensures they minimise the contact; face in different directions where possible and minimise the time to less than 15 mins. If this cannot be achieved, then they should inform a manager so the task can be reviewed, if not already done so.

No physical sign off sheets will be used only verbal sign offs that will be recorded electronically by GBGS Staff.

Breaks will be staggered, and staff are encouraged to stay on site with food from home. If outdoor areas for breaks are not available, then use of works vehicles should be used. There will be no more than one person in the works vehicle at any break time. Each employee must, at the end of their break time, wipe down the surfaces they have been in contact with and clean and put away any cups, plates utensils using products provided. Staff must also dispose of the rubbish safely.

GBGS staff will not be undertaking any indoor/internal works; all GBGS works will be outdoors/external. The only exception to this rule will be that of when access to site is solely restricted to going through a client's house. In this situation management will require further information from the main contractor and client before this will be deemed acceptable and safe to proceed.

**NO WORKS** will be undertaken at a site/household which one or more occupants are isolating because they have shown symptoms or where any individual has been advised to 'shield'.

Avoid shouting where possible i.e. Turn off loud music or machinery before speaking.

## **Welfare/Hygiene**

Management have increased awareness and information of good handwashing and hand sanitising technique.

Staff members must make use of hand washing and hand sanitising facilities that have been provided throughout the day however, all members of staff must wash their hands **AT LEAST** around the following activities;

- Arriving and Departing from work
- Arriving and Departing from site
- Before and After eating/drinking
- Before and After using toilet facilities
- After coughing or sneezing

Staff members should also maintain the government advice to avoid touching their mouth and face and the need to cough/sneeze into a tissue (which should be binned safely) or into the crease of your arm if a tissue is not available.

Staff members must take breaks at least 2m's apart from any other person and in open areas where possible. If this is not possible then staff will take their breaks at different times.

Increased frequency of cleaning of equipment and workstation has also been adopted as mentioned throughout this document.

After using the toilet facilities employees must wipe down areas touched using the wipes provided.

Workspaces will also be cleared by the user of belongings and waste removed at the end of a shift.

All staff members must ensure their normal PPE is clearly marked with their initials and only ever use they own PPE. PPE must also be cleaned down before and after use with the gloves and usual cleaning products provided.

## **Accommodation**

GBGS will only be using accommodation facilities where social distancing can be maintained at all times and at present will not be using any accommodation where a large turnover of customers and large groups are common.

We will be using accommodation where our staff are the only occupants and contact with any other persons is not required OR hotels that have provided evidence they are adhering to government guidance and social distancing measures before booking.

Whilst in the accommodation staff must continue to adhere to the advice noted above regarding social distancing, breaks, welfare and travel.

Avoid shouting where possible i.e. Turn off loud music or machinery before speaking.

## **Accidents, Security and Other Incidents**

In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe to do so.

People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards, including washing hands.

### **Management and Surveillance**

Management will when required provide an addendum to these site rules on the provision of any updated government guidelines for COVID 19.

Management will ask weekly for written confirmation from staff, via digital methods, that they have not developed any symptoms of the virus before the start of the working week and will be asked frequently throughout the week in case of any change however, staff must report any new symptoms they may develop to management as soon as possible.

Each employee will confirm on attending the workplace that they have read and understood this plan and will agree to abide by these rules and procedures.

Breaches of plan rules or procedures will be enforced by our disciplinary process.

Management will review safe working practices, including distancing, hand washing, PPE use.

Any visit by an enforcement agency to site should be immediately reported to management who will show them this document and a copy of the COVID-19 risk assessment.

GBGS will look to seek help from a local authority if needed in the event of a COVID-19 infection within the workplace.

### **Summary**

GBGS and its staff will continue uphold the government guidelines surrounding the COVID-19 pandemic and will look to keep up to date with any new information. At present GBGS and its staff will follow the extra procedures outlined in this document to help reduce the spread of the virus and review these procedures following government updates.

Date: 08/07/2020

Signed: A Crozier – Director

A handwritten signature in black ink, appearing to read 'A Crozier', written in a cursive style.