

## COVID-19 Policy

Review Table			
Revision	Date Issued	Written/Reviewed by	Comments/Update information
1	20.05.20	Holly Milner	First Issue
2	22.07.20	Holly Milner	1m social distance, access fobs/cards, test and trace visitors, face coverings
3	05.08.20	Holly Milner	Clinically extremely vulnerable, who should come to work
4	19.08.20	Holly Milner	Hosting groups indoors, Mental health guidance, Ventilation, Test and trace and close contact
5	13.10.20	Holly Milner	High risk persons, test results, isolation note and doctors note
6	04.01.21	Holly Milner	Shielded individuals attending work, working in clinically extremely vulnerable persons home, face coverings, test and trace app

### 1. Objective

- 1.1 The objective of this policy is to ensure the health and safety of our employees and persons who may be affected by our business. It is important we know how to work safely during this pandemic. GB Group has used government guidance to form this policy. It will be subject to review as this is changeable. This policy does not supersede our Health and Safety, Employment and Equality legal obligations.

### 2. Managing Risk

- 2.1 Hand washing must be high frequency. Hand sanitiser is readily available, along with soap, running water and paper towels. Those on site in Donington, and those working away must ensure their hands are washed or sanitised on a regular basis.
- 2.2 GB Group have enabled working from home for those who can. Where it is not possible, every reasonable effort to comply with social distancing (keep 2m apart wherever possible) is being followed and enforced. Social distancing applies to all parts of our business.
- 2.3 Where social distancing cannot be followed in full, the business has considered if the activity must continue, and if so, distance may decrease to 1m whilst using all mitigating steps to reduce the risk of transmission between staff. Further mitigating actions include:
- Increasing frequency of hand washing and cleaning down
  - Keeping activity time as short as possible
  - Using side-to-side or back-to-back working rather than face-to-face
  - Using screens to separate people
  - Reducing the number of people each person has contact with by using 'fixed teams'
  - Taking of temperature on arrival to work in George Barnsdale factory
  - Use of face screens
  - Provision of face covers and gloves and shoe covers where applicable
  - Ensure good ventilation by keeping doors open, and using windows or air-conditioning throughout the day
- 2.4 The government is currently using a 4 Tier system to apply toughest measures in areas where the virus is most prevalent. GB Group may remain open under all tiers.

### 3. Who should come to work?

- 3.1 Employees should stay at home and self-isolate if they or any members of their household have any of the following symptoms;
- A high temperature
  - A new, continuous cough
  - A loss of, or change to, your sense of smell or taste

Or

- tested positive for coronavirus
  - live with someone who has symptoms or has tested positive
  - their support bubble has symptoms or has tested positive
  - told by NHS test and trace that you've been in contact with a person with coronavirus
- 3.2 GB Group has reviewed the minimum number of workers needed on premises and deployed in field to operate safely and effectively.
- 3.3 GB Group have monitored and will continue to monitor the well-being of people working from home. The company have set up telephones through computers and Microsoft teams to ensure communication is simple.
- 3.4 GB Group will continue to keep in touch with off-site staff on their arrangements including welfare, mental and physical health and personal security.
- 3.5 Equipment has been provided, or persons are using their own equipment, for people to work from home safely and effectively.

### 4. Protecting people who are at higher risk

GB Group have asked that all employees confirm if they are **clinically** extremely vulnerable (shielded) during this pandemic. ~~From 1<sup>st</sup> August, the government has advised that these people may return to work provided the workplace is COVID secure but should work from home where possible. If extremely clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).~~ The advice to these individuals differs depending on the Tier their local area is in.

In Tier 1: Medium alert and Tier 2: High alert, clinically extremely vulnerable individuals are advised to work from home where possible but can still attend work if they cannot work from home.

In Tier 3: Very High alert, clinically extremely vulnerable individuals are strongly advised to work from home, but can still attend work if they cannot work from home. GB Group will consider each case individually.

In Tier 4: Stay at Home, clinically extremely vulnerable individuals are strongly advised to work from home. If you cannot work from home, then you should not attend work. We will consider whether clinically extremely vulnerable individuals can take an alternative role, or change their working patterns temporarily to enable them to work from home. Where that is not possible, the individual should not attend work, you will be entitled to statutory sick pay or furlough.

- 4.1 Clinically vulnerable people have been asked to work from home if possible. If this is not possible, the company have reviewed the safest on-site option to enable them to social distance.
- 4.2 The Public Health England report shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. These persons must be vigilant in following the requirements of the policy, particularly maintaining 2m social distancing and increased hand washing.

## **5. People who need to self-isolate**

- 5.1 If you or any member of your household are displaying symptoms for COVID-19, you must not come to work. Make arrangements for you or the family member to be tested. In the time you are waiting for the result, you must self-isolate.
- 5.2 If you or any member of your household test positive, you must self-isolate using the government guidance for timescales. You must not come to work if you are required to self-isolate. GB Group may require a copy of test results.
- 5.3 If you are at work (on or off site) begin displaying symptoms or test positive or are contacted by test and trace and confirmed as being a contact, find an isolated location and contact your manager before self-isolating. This will allow quick action to be taken.
- 5.4 Government guidance on self-isolating should be followed in all instances. You may stop your self-isolation after 10 days if you feel OK, if you still feel unwell you must continue your self-isolation and provide a doctor's note.
- 5.5 Self-isolating employees can request to work from home, if this is not possible, you will be entitled to statutory sick pay or may be offered furlough.
- 5.6 Employees must provide an isolation note to be eligible for SSP.

## **6. Equality in the workplace**

- 6.1 GB Group understand that there will be employees and customers with different protected characteristics and will take those particular circumstances into consideration.
- 6.2 We will involve and communicate with those workers to ensure appropriate adjustments are made.

## **7. Coming to and leaving work**

- 7.1 Hands are washed or sanitised on arrival to work.
- 7.2 Arrival and departures are staggered where possible to keep groups to a reasonable and safe size.
- 7.3 Where possible one door for entry and one for exit.
- 7.4 Passengers will be limited in corporate vehicles.
- 7.5 Teams will be fixed where possible.
- 7.6 Access fobs and cards must not touch scanners, they should only be held close. Clean your fob and card on a regular basis.

## **8. Moving around buildings, worksites and destinations**

- 8.1 Collection and delivery of goods will be scheduled at times to avoid over-crowding where possible.
- 8.2 Delivery drivers should stay in their cab where possible.
- 8.3 Use mechanical means to offload to avoid 2 man handling where possible.
- 8.4 Bring packed lunch to avoid walking around to shops for lunch break.
- 8.5 GB Group will speak between colleagues via phone or email where possible.

## **9. Workplaces and workstations**

- 9.1 Workplaces and workstations within GB Group have been arranged so social distancing may be maintained wherever possible.
- 9.2 Signing in should be completed on a person's behalf.

- 9.3 Hand sanitiser is available on entering a building. Employees are asked to wash hands on a regular basis for 20 seconds.
- 9.4 Workstations will be assigned to an individual where possible. If they are shared, they are shared with the smallest possible number of people. Where not possible, employees leaving the station should clean the area and employee arriving should do the same.
- 9.5 If work stations are closer than 2m; only where it is not possible to move workers further away, should people work side-by-side or facing away.
- 9.6 Only where it is not possible to achieve previous, use screens to separate people.
- 9.7 Meeting rooms and offices will have a capacity which should not be exceeded, employees should communicate by phone, teams or email wherever possible.
- 9.8 Avoid hot-desking unless necessary. In which case, ensure area is cleaned before and after use.
- 9.9 Regular cleaning is completed with clean down before and at the end of the shift. Special attention paid to regularly touched and shared items such as light switches, door handles and printers.
- 9.10 If it is necessary to receive payments from customers, ask that they are done electronically.
- 9.11 If money must be used, ask that money be placed in designated area for collection. If receipt is required, ask that person step back 2m from designated area and collect receipt once employee is safe. Wash/sanitise hands after handling money.
- 9.12 Where IT support is required, this should be over Microsoft teams or telephone/email where possible.
- 9.13 Where IT support must be in person, maintain 2m distance at all times. IT to clean or sanitise hands on entering workstation. Once work completed, workstation user should clean down before use.

## **10. Meetings and Training Sessions**

- 10.1 GB Group have ensured all have access to Microsoft teams to avoid the need to meet in person.
- 10.2 Where a meeting in person is absolutely necessary participants should maintain social distancing throughout.
- 10.3 Clean down the desk and other items (such as keyboard/mouse) before and after meetings.
- 10.4 Do not share pens, keyboards or other objects during meetings.
- 10.5 Provide hand sanitiser in the meeting room.
- 10.6 Hold meeting outdoors or in well ventilated room where possible.
- 10.7 Limit the number of attendees or split groups down as required to consider room capacity.
- 10.8 Where a company is COVID Secure, businesses may host more than 30 persons indoors.

## **11. Commons areas**

- 11.1 Break times are now staggered with fixed teams to maintain social distancing. The canteen within George Barnsdale has a limit which should not be exceeded.
- 11.2 Employees must ensure personal belongings and waste are removed from seating area in canteen for next groups use. Do not leave dirty pots or food between breaks.
- 11.3 Employees are asked to have breaks outside, or in cars.
- 11.4 Seating has been reconfigured to reduce face-to-face interaction.
- 11.5 Common areas are now cleaned more regularly.
- 11.6 Employees are asked to wash hands before use, wash hands before eating, drinking and smoking.
- 11.7 In small kitchens where social distancing could not be achieved, it may be necessary to restrict to one person at a time.
- 11.8 Do not pass drinks and food.
- 11.9 Where possible, doors have been kept open so reduce hands touching handles as much as possible.
- 11.10 Use disposable towel to dry hands and wash hands thoroughly for 20 seconds.

## **12. Vehicles**

- 12.1 Where possible, sharing a vehicle must be avoided.
- 12.2 If it is not possible to social distance in the vehicle;
  - Keep largest distance apart possible such as sitting in rear seats or seat further from driver
  - Fixed pairing system to be used
  - Ensure vehicles is well ventilated – open a window
  - Ensure regular cleaning, especially between users
  - Wearing a face covering is encouraged where you do not usually interact with persons you are sharing the vehicle with

## **13. Deliveries**

- 13.1 All deliveries to be scheduled to avoid overcrowding where possible.
- 13.2 Goods in location to be defined and communicated.
- 13.3 Maintain social distancing.
- 13.4 Delivery drivers to stay in cab if possible.
- 13.5 Visitors may use our facilities, ensure cleaned after use.
- 13.6 Where possible and safe, have single workers offload. Use mechanical aids where possible.
- 13.7 Where team manual handling is required, face shield or face cover to be worn.
- 13.8 Maximise electronic paperwork, and discuss with the customer to remove the need to collect signatures prior to delivery.
- 13.9 Internal post will be left in pigeon holes for collection, no post to be delivered by hand. Notify persons of post by telephone or email and leave in designated area.
- 13.10 Personal deliveries are permitted to reduce amount of physical shopping employees need to do.

## **14. Working in a person's home**

- 14.1 Working can be defined as surveying, installing, maintaining/servicing or repairing.
- 14.2 Tools and vehicles are assigned to a particular person unless not possible.
- 14.3 Where tools must be shared, they will be shared between smallest number of people possible and will be cleaned thoroughly before and after use.
- 14.4 Only one ~~engineer~~ **employee** to be assigned to domestic job, unless the health and safety of employees dictates more are required.
- 14.5 Discussed with household prior to help maintain social distancing.
- 14.6 Signatures will not be asked for; all documents will be electronic where possible.
- 14.7 Minimise contact with door handles by calling to confirm arrival and asking the customer to open doors if possible.
- 14.8 Using single use gloves, face covers, shoes covers and overalls if required or requested.
- 14.9 Employees to bring own food/drinks and take breaks outside the home.
- 14.10 **If a client is Clinically extremely vulnerable, work can still be completed in their house. The employee should already be following the steps above, this is very important in this case. Cleaning down of work area must be completed thoroughly, ensure any handles are cleaned after touch.**

## **15. Working on a site**

- 15.1 Working can be defined as surveying, installing, maintaining/servicing or repairing

- 15.2 GB Group ask that all our contractor customers provide their specific site rules and measures in place prior to attending.
- 15.3 Signatures will not be asked for; all documents will be electronic where possible.
- 15.4 Our workers will be informed of specific rules prior to attendance.
- 15.5 Contractors sites should be laid out and planned so people can work further apart.
- 15.6 Workers should ensure they work side-by-side or back-to-back where possible.
- 15.7 Teams on site will be fixed where possible.
- 15.8 Where it will be necessary to stay in accommodation, the accommodation will have been checked to ensure high standards of hygiene are being enforced. Records of stay will be centrally logged.
- 15.9 Accommodation will be pre-paid.
- 15.10 Employees may need to take your own food and refreshments with you to be prepared there.
- 15.11 Any issues found on site to be issued to line manager who will make an assessment and if necessary review with the site manager. If conditions are not deemed safe, we will remove employees from site

## **16. Cleaning**

- 16.1 GB Group have asked that all workers take responsibility for their workspace and frequently touched items. Areas and equipment must be cleaned frequently and between users where applicable.
- 16.2 A rota of cleaning should be agreed in each department along with set procedure for what to clean and when. Items that are touched regularly should be considered (door handles, light switches).
- 16.3 Workspaces should be cleared of belongings and waste at the end of the shift.
- 16.4 Items such as printers should be cleaned after each use. Limit use of printers and work electronically where possible.
- 16.5 Cleaning of toilet areas has been enhanced.

## **17. Hygiene**

- 17.1 GB Group are using posters and signs to build awareness of good handwashing technique.
- 17.2 Employees must avoid touching their face. Cough and sneeze into a tissue which is binned safely or into your elbow if tissue is not available. Wash hands immediately after.
- 17.3 Hand sanitiser is available across site and has been issued individually. Use this often and replace as required.
- 17.4 Where toilets are used by multiple persons at one time, try to limit the number of users at one time by checking before entering.
- 17.5 Clean locks on doors on regular basis.
- 17.6 Ensure hands are washed thoroughly after use. Use paper towels to dry hands thoroughly.

## **18. Visitors**

- 18.1 Visitors to GB Group will be limited to absolutely necessary persons.
- 18.2 GB Group will encourage visits via remote connection.
- 18.3 Where visits are required, site guidance on social distancing and hygiene will be explained before arrival.
- 18.4 Records of visitors should be kept for 21 days to aid test and trace. A record of Name, contact number, Date of visit or visits and Names of persons interacted with.
- 18.5 All visits should be pre-arranged.
- 18.6 Visitors should be limited; this will be based upon maintaining social distancing during visit.
- 18.7 Time on site will be limited, it may be necessary to follow up via telephone or email rather than in person.
- 18.8 GB Group will display signage to inform public on the measures we are taking.

- 18.9 Social distancing signs will be provided on entrances.
- 18.10 GB Group guidance will be issued on our website and via email to all customers.
- 18.11 Hosts will be given training for guiding visitors around site.

## **19. Personal protective equipment**

- 19.1 Any PPE which is currently in use for health and safety at work, should continue to be used.
- 19.2 GB Group do not encourage the precautionary use of extra PPE as a control measure as advised by government guidance. PPE is used as a last resort where social distancing and mitigating measures cannot be followed in full.
- 19.3 Our risk assessment may show there are times when PPE is required due to nature of the task. In these situations, PPE will be issued free of charge to those who need it.
- 19.4 Face coverings may be marginally beneficial as a precautionary measure. They do not protect the person wearing it but may protect against transmission if you are infected but are not displaying symptoms. If an employee wishes to wear a face cover, GB Group will support this. In addition, when visiting a person's home, they may request you wear one. In this instance, it is important to apply, use and dispose of it correctly. All employees will be issued a toolbox talk on this. Face coverings must be worn on public transport, and in shops and supermarkets from 24<sup>th</sup> July 2020.
- 19.5 **The government advises that a face covering is encouraged in enclosed spaces where there are people you do not normally meet.**

## **20. Emergencies**

- 20.1 GB Groups primary responsibility to protect the health and safety of our employees and those affected by our acts or omissions therefore first aid and fire procedures must be adhered to at all times.
- 20.2 If you must give assistance, pay attention to sanitation afterwards.
- 20.3 All must give priority to evacuation of required, social distancing does not need to be adhered to if it is unsafe.
- 20.4 All issues will be handled robustly and communicated across the business once the priority actions have taken place to ensure that everyone understands what is happening. A person will be nominated in each area to be the point of contact.

## **21. Mental health and well-being**

- 21.1 This pandemic has been a worrying time for everyone and it is important that our workers feel supported and listened to.
- 21.2 GB Group want to ensure that you feel supported if you are worried or anxious about any area of control measures for the coronavirus; for example, self-isolating, furlough, social distancing etc.
- 21.3 If employees feel concerned about anything it should be raised with their line manager or the HR or HSEQ Manager.
- 21.4 The government have issued guidance on the Government website – mental health and wellbeing

## **22. Test and trace**

- 22.1 A record of visitors will be kept as previously described.
- 22.2 The government may contact the business if someone has listed GB Group as a place they have visited or we are part of a confirmed local outbreak. In the cases above we must give the information recorded to the government.
- 22.3 If you have symptoms or are contacted by test and trace, follow the government guidance <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>



22.4 To limited the risk, ensure you do not have close contact with anyone outside your household or support bubble.

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

22.5 If you have downloaded the NHS test and trace app, ensure it is turned off whilst at work. The app will not recognise when you are in a COVID secure environment.