

## HS010 Tibbetts Group Covid-19 – Safe Operating Procedures

### *PROTECTING THE WORKFORCE*

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## Introduction

As a result of the Covid-19 pandemic the Tibbetts Group has introduced new safe operating procedures across all sites to protect its employees, their families, visitors and the general public.

This new way of working will ensure social distancing and cleaning practices to help reduce the spread of the virus.

These procedures have been developed, taking account of government advice on Coronavirus. Working practices will be updated as government advice changes.

Each employee will be given a re-induction upon return to work to ensure that the safe operating procedures are clearly understood.

**If you think there is a safety matter relating to Covid-19 that has not been included in this document it is your responsibility to raise it to keep you and those around you safe.**

## Working Zones

We would like all staff to think about the different areas of the business as “zones.” Zones are working areas such as a desk space in an office, a packing area in a warehouse or a machine section in a factory. Everyone has a responsibility to reduce the risk of spreading the virus between zones. Think about how you move between zones and what impact that movement may have on the cleanliness of the workplace.

## Think!

What “Zones” have I been in to get to work? Home> Car> Workplace

Do I need to leave this zone? Can I make a call or send an email

Leaving the zone- what touch points do I make?

What is the best path to the next zone to keep distancing rules?

What PPE should I be using? (Gloves)

Do I need to visit the cleaning station and ensure the area is now wiped down?

## The Basics of Safe Operating

- Wash your hands regularly with soap and water for a minimum of 20 seconds.
- You MUST withdraw from any activity or circumstance requiring you to be in 2 meters of any other person for longer than 5 minutes and advise your Manager. You MUST report any of your colleagues that are not adhering to the 2m rule and are not illustrating a COLLECTIVE responsibility to the business which will present a huge RISK as a whole.
- Cough or sneeze into a tissue and dispose of straight away or cover your mouth nose with your arm not your hand.
- Any symptoms DO NOT come into work (including members of your household)
  - High Temperature.
  - New and Continuous cough.
  - Anosmia - is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.

## Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - [follow the guidance on self-isolation.](#)
- Is a [vulnerable person](#) (by virtue of their age, underlying health condition, clinical condition or are pregnant).
- If informed via the governments Track and Trace system to isolate

If you feel you have to self-isolate for whatever reason your case will need to be reviewed by your Line Manager and HR.

## Procedure if someone becomes unwell

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately.
- Avoid touching anything.
- Please inform your Line Manager who will update Civica using code Self Is C-19.

## Travel to Site

Wherever possible workers should travel to site alone, where possible avoiding public transport.

## Arriving on site my first day back

- If arriving by car please reverse into a space. As long as all employees adopt this parking method you are guaranteed to remain greater than 2 meters from any colleague parking at the same time as you.
- Always observe a minimum of 2m distance of any employee at all times during all processes, this may hinder jobs and slow things down but must happen.
- Do not use your finger print to clock in- If you do not have your card speak with HR for a replacement and your manager can manually adjust your clock in.
- On entrance all employees are to wash their hands at the hand cleaning facilities provided. This should be with soap and water wherever possible or hand sanitizer if water is not available.
- A site induction will be given to all employees to ensure understanding of the new safe operating procedures, during this period of social distancing.
- Canteen areas may be modified or closed therefore please prepare your lunch and drinks accordingly.
- Personal storage will be modified to reduce risk of contamination.

## Cleaning stations

Cleaning stations have been provided in each area of the business, there will be a computerized cleaning Rota for you use (thus avoiding handling of pens or paper) must be completed to include the name of the employee and time that the area was cleaned. Employees who do not have access to a computer should advise their Line Manager who will complete the Rota on their behalf.

## Contents of Cleaning Stations

The following items or similar (dependent on availability) will be provided at all cleaning stations

- Blue Roll.
- Anti-Bacterial multipurpose spray.
- Spare cloths for steamers.
- Gloves (each employee will be given a supply of gloves for cleaning).
- Hand Sanitiser.
- Phone and screen wipes.
- Cleaning Rota.
- 5s checklist for contents.
- Disposable cloths.
- Access to a steam cleaner.

## Face Coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

### Instructions for wearing a covering

- 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 face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions; if it's not washable, dispose of it carefully in your usual waste
- practice social distancing wherever possible

Coverings are available from your line manager.

## Cleaning

It is the employee's responsibility to clean their workspace at regular intervals (minimum twice per day). It is also vital that employees are aware of all contact points in their working zone such as office equipment, warehouse equipment and machine parts. The external staff will continue to thoroughly clean all areas.

## Hygiene team

Each member of the red group, or their assigned deputy will oversee and be responsible for:

- Checking that the contents of the cleaning stations are adequately stocked at all times.
- Ensuring that members of staff are adopting the advice about transiting between different zones of the business.

## Site Access Points

Whilst access points differ in location and type across the group sites the following guidelines should be observed:

- Stop all non-essential visitors.
- All access points will be monitored to ensure that all employees and visitors can adopt social distancing, this message will be reinforced with signage.
- Finger print entry is disabled.
- All workers are required to wash or clean their hands before entering or leaving the site.
- Delivery drivers or other unauthorised personnel must not enter the building to use the facilities; toilets and washrooms are high risk areas and as such are restricted to employees only.

## Hand Washing

Hand washing is the single most important activity for every employee. We will therefore ensure at all times that soap, hot water and or sanitizer is available. Bins with lids will provide a safe method of disposal for items such as hand towels and wipes.

Please note hand washing can be performed with gloves on provided the gloves are of a type and design that allows for this.

Hand washing areas will be regularly cleaned according to the site cleaning rota.

Once you have washed your hands please wipe down all contact points after **every use**.

## Toilet Facilities

Toilets are a high risk area and will be cleaned after **every use** according to the following procedure

- All employees will be designated a toilet and are not permitted to use any other toilet unless authorized to do so by their line Manager.

## Toilet Cleaning Procedure

Having used the toilet and washed hands, employees must:

- Spray contact points: the seat, flush handle, taps, door handles and light switch – wipe down with the disposable cloth provided.
- Finally wipe the bottle of the cleaning product with the disposable cloth.
- Dispose cloth in bin provided.

## Canteens and Eating Arrangements

Employees may eat at their work station or in their car. Employees should speak to their Line Manager if they require help to make their work station more comfortable. Site specific canteens will only remain open if the 2m rule will allow.

All employees should provide their own crockery. Crockery may not be washed on site and must be taken home after use. Flasks are provided for employees to bring in hot drinks.

**The workforce are encouraged to stay on site once they have entered it , any visits to local shops and eateries must follow government guidelines.**

The management of lunch times and breaks may be different across Group locations. Please be aware of the following guidelines:

- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times maybe staggered to respect the 2m rule.
- Office staff continue to use desk for lunch and breaks.
- Workers should sit 2 meters apart from each other whilst eating and avoid all contact.
- No crockery to be available, staff to supply their own.
- Hot and Cold Drinking water stations will not be available.
- Tables should be cleaned between each use by the user.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- You must thoroughly clean all areas used at the end of each break and shift, including chairs, door handles.

## Personal Storage, Changing Facilities, Showers

- Cloak rooms should only be used by one person at a time.
- Showers are out of bounds.

## Avoiding Close Working

Any process that currently cannot observe the 2m distance rule must be escalated to the line manager and referred for possible change, it is the employee's responsibility to escalate any process that cannot respect the 2m rule.

## General Principles

- Non-essential physical work that requires close contact between workers should not be carried out.
- Work requiring skin to skin contact should NEVER be carried out.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Stair banisters to be regularly cleaned (Hygiene team).

## Site Meetings

Consider holding meetings in open, well ventilated areas if at all possible. If a meeting has to take place in an enclosed office please open the windows, to increase ventilation.

- Only absolutely necessary meeting participants should attend.
- Meeting capacity to always adhere to the two metres rule.
- Consider holding meetings in open areas where possible.
- Look at alternatives to face to face meetings – Virtual.
- Meeting lead to take responsibility of cleaning down table, chair arms, keyboard, mouse, PC, phone.

## Office Space

- Office space capacity to observe the 2m rule at all times.
- The office spaces have been reconfigured to ensure the employees are never working within 2m of colleagues.
- All office employees to clean down your desks, phone, keyboard and mouse at regular intervals (at least twice a day).
- Do not share stationery.
- Only use your own allocated mobile and desk phone.
- Steam cleaners will be provided and must be used to keep the areas clean.
- Reduce where possible the movement between zones.

## Warehousing / Manufacturing / Engineering Space

- The Warehouse space has been reconfigured to ensure that employees are never working within 2m of colleagues.
- Gloves should be worn where possible for all activity especially keyboards, mouse and printers.
- Designated working areas have been provided and not shared to include all the equipment that you need to carry out your normal working activities, equipment such as tape guns and stationary should not be shared.
- Your working area and all equipment must be cleaned down at the end of the working day.

## Vehicles / Forklifts / PPT

- Where possible vehicle/MHE should not be shared.
- Clean down procedures to be strictly followed, at the start and end of day or when there is a change of user.

## Smoking Area

- Social Distancing 2m apart (markings).

## Overseas Travel & Quarantine Guidelines

Currently anyone who re-enters the UK from any country not on the exempt list ([www.gov.uk/guidance/coronavirus-covid-19-travel-corridors](http://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors)) must **self-isolate for 14 days** even if they only stopped in that country in transit. Decisions to impose a quarantine on travellers may be very sudden and can be introduced whilst a traveller is visiting that country, so things can change quickly. It is also important to highlight that in the UK there are local restricted areas of high risk and these can change just as quickly ([www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19](http://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19)), so please ensure that if you are thinking of travelling around the UK or overseas that you keep up to date with government guidelines.

In order to minimise the impact on the business on both the employee's workload and their affected teams, we are putting the following measures in place:

- Employees booking overseas holiday plans do so at their own risk of having to self-isolate on return should the government add additional countries to the quarantine country list either before or during their travel period
- If an employee does have to self-isolate after a travel overseas, they will have to take **holiday** or **unpaid leave**, they will not be eligible to be furloughed as per the government rules
- Severe breach of trust of this position such as if an employee continues to book or travel to a country after lock down there has been announced and without prior approval, could lead to disciplinary action
- Employees are also asked to avoid all areas in the UK of high risk. Should any employees need to enter a local restricted area, please report this to your line manager **immediately**

If you have any queries regarding the above, please speak to your Line Manager in the first instance.



## Employee Sign Off

I have read and understood the procedures above. I understand that compliance with these procedures is mandatory and necessary for the protection of myself, colleagues and others that I may come into contact with.

**Print Employee Name:** .....

**Signature:** .....

**Date:** .....

## External Contractors / Visitors

It is important that we manage the risk posed to our staff by external contractors. It is also our responsibility to keep authorised visitors safe. The following guidelines will be adopted whilst external contractors are present across all sites.

- Upon arrival on site, signage will direct external contractors to the designated entrance.
- The contractor should then be asked to wait in their vehicle until signed in to the online signing in book by a Team Leader or Manager.
- The contractor should explain the work to be carried out. Where possible this should have been communicated prior to attending site at the time of booking. The Team Leader or Manager will then advise all staff to stay clear of the working zone for the period that the contractor is present.
- All contractors will be given a site induction to explain safe operating procedures
- Where possible the contractor should work outside.
- The contractor will be shown the designated toilet. This toilet may only be used by the contractor during the period that they are on site. Staff will be designated a different toilet during this period.
- After the departure of the contractor the toilet will be cleaned according to the agreed procedure.
- The contractor must, if possible, use gloves. Everything the contractor touches will be cleaned and sanitized after their departure. The contractor must be instructed to keep a record of all contact points. Once the zone has been sanitized all staff should be advised that the area is safe.
- The Team Leader or Manager should sign out the contractor and clean any surfaces contacted during departure such as door handles.

## External Contractors / Visitors Sign Off

I have read and understood the procedures above. I understand that compliance with these procedures is mandatory and necessary for the protection of myself, colleagues and others that I may come into contact with.

**Contractor / Visitor Name:** .....

**Signature:** .....

**Date:** .....

## External Site Visits

It is important that we manage the risk posed to our staff by visiting other sites. The following guidelines will be adopted whilst visiting Non Tibbetts Sites.

Upon arrival on site, signage will direct external contractors to the designated entrance.

- Single occupancy for vehicles, where this is not possible masks to be worn by all vehicle participants and windows kept open.
- When delivering goods only - no paperwork is to be signed but the delivery to be photographed and this uploaded to the shipment to aid any invoice queries.
- An offsite pack will be available in all vans and replacements can be requested from operations.
- Pack contents
  - Gloves
  - Masks
  - Visor
  - Hand Sanitiser + MSDS
  - Sanitiser Spray + MSDS
  - Disposable blue paper towel
  - Waste bags (to collect waste and tied tightly once task completed)
  - Tibbetts Group Covid-19 S.O.P.
- Maintain the 2m distance at all times.
- Ensure arms and legs are covered at all times. Clothing must be long sleeved/long trousers. (NO short sleeves or shorts).
- Clothing/uniform must be changed daily and washed prior to use.
- Should at any point you feel uncomfortable on site, please leave the site and report to your line manager
- Any site visits should be logged for Track and Trace purposes this can be found in the Vehicle Log Book.

## Employee Sign Off

I have read and understood the procedures above. I understand that compliance with these procedures is mandatory and necessary for the protection of myself, colleagues and others that I may come into contact with.

**Print Employee Name:** .....

**Signature:** .....

**Date:** .....