

Covid-19: Employee Daily Action Plan [Updated]

For the safety of staff and visitors to our premises, everyone must follow these guidelines

In case of emergency, common-sense overrides must apply.

It is the company's – specifically the director's – responsibility to keep all staff as safe as possible whilst working. A full Risk Assessment for Covid-19 has been carried out, contributed to and shared with staff on 18th May 2020, and a number of risk mitigations put into place to protect everyone as far as possible whilst recognising that no risk can be completely eliminated. The actions will only be effective if owned and shared by all employees, who also have a responsibility for themselves and their colleagues.

At the time of updating this document (6th January 2021) there is an explosion of new cases, largely assigned to a new variant of Covid-19 which is much more easily transmissible although apparently no more harmful. Recent research has shown that transmission by touch is much less common than thought, although regular hand-washing is still the most important mitigation. A massive global vaccination programme is under way, but a new national lockdown has just been announced.

Before you come to work

- Reviewing the Covid-19 Risk Document, are you able to answer the six questions positively?
 - These will help you determine if you should be attending the workplace.

General Workshop/Warehouse

- *It is recognised that, when working regularly together, it is difficult to consistently maintain distancing, and therefore we are continuing to work in two shift 'bubbles' (0600-1230 and 1230-1900) with minimum contact between the two separate shifts. Office staff must maintain distancing at all times if we are to prevent full company closure in the case of any positive cases.*
- Always maintain 2m distancing where possible. If you need to pass someone, then ensure they are made aware you are passing, ask them to step to one side if necessary, and minimise time spent in close proximity.
- Gather as many required components/parts/tools as possible, at the start of shift/job, to minimise how many times you need to pass others or move around the workshop.
- Unless bad/cold weather prevents it, keep doors and windows open to improve ventilation.
- Staff to wear hi-vis vests at all times.
- Any two-person lifting or unavoidable close contact requires BOTH parties to wear face coverings; ensure time spent face to face minimised.
- PPE must never be shared. Everyone has personal gloves (latex and protective), glasses etc. If not, report to the MD.
- Keep hygiene standards to a high level at all times in particular, follow the cleaning rota and wash your hands regularly (especially after interacting with goods in and out, and shared areas).

Goods In/Out

- Goods must not be dropped/collected from the front door – always redirect drivers to the side.
- Use the provided 'soft' barriers to keep public out of the building if door is open.
- Any two-person lifting or unavoidable close contact requires BOTH parties to wear face coverings; ensure time spent face to face minimised.
- Any documents exchanged between staff and delivery drivers is not be passed directly. Leave on top of parcels, or the bin, to enforce 2m distancing.
- Aim to have all despatched goods at the door, ready for collection when the carrier arrives.
- Goods in, to be left in doorway by delivery driver, to be moved by our staff when they have unloaded fully and stepped back. No documents or PDAs to be signed directly.

Kitchen/Toilet

- Kick (do not handle) the provided cone into place when using the toilet or kitchen to ensure only one person at a time is in that confined space. Do not enter if cone is in place.
- Wash hands regularly. Wearing gloves does not eliminate the need to wash hands.
- Wash any plates, utensils and cups before and after use, do not share cups.
- Wipe down handles, switches, fridge door etc at start of shift then wash hands and sanitize as part of shift start/end routine.

Document updated on 6th January 2021

I confirm that I have read, understand and agree to abide by these actions, on order to protect myself and my colleagues as far as possible.

Signed:

Date:
