

## **Covid 19 (Coronavirus) – A Safe System of Work (Revised 22 February 2022)**

The Coronavirus pandemic is a challenge facing all of us and as such requires each and every one of us to shoulder our responsibilities & ensure the safety of ourselves and our colleagues. Since the introduction of the Government's "Lockdown" and "Furlough" schemes, the Company has been following the Safe System of Work as drawn up in early April 2020. This revised documents reflects the current situation and follows the Government's guidelines and recommendations.

Most staff are now back working in their respective offices but where there are incidents of exposure to the Coronavirus, Positive test results or even non-virus related but concerning health conditions, staff are enabled to work from home with the provision of the necessary technology.

**Social Distancing** – as announced by the Government. This is the most effective way of slowing the spread of this virus and so too forms an important part of the Company's response.

Offices have been re-designed to ensure the Government guidelines of 1 Metre + are in force and additionally - where possible - staff work stations no longer face one another, thus furthering the effectiveness of social distancing.

The numbers of staff attending work has necessarily dropped which again has the result of reducing the risk of spreading the virus.

Whilst at work it is vital that – wherever possible – you maintain that 1m+ distance. This may not be easy- it is easy to forget but it is crucial that you remember to do this. No standing side by side looking at paperwork, no sharing phone videos or photos – no matter the subject or content. If any paperwork has to be exchanged, again, both parties must keep their distance. Remember, this is for the safety of everyone

In offices, the floor has been marked with hazard tape on the floor to provide a visual reminder that any staff entering that office must remain behind the line and not approach the incumbent staff members.

**Barrier protection** – Where staff have been issued with disposable gloves (eg trade counter staff, bin fill operators, goods inwards staff and certain delivery drivers), these must be worn throughout the working day and disposed of as General Waste at the end of the day. In sectors of society working closely with people infected with the virus, such gloves would have to be disposed of as Medical Waste but we do NOT fall into that category, hence there is no need for medical waste disposal bags.

**Hand Washing** - The need for regular, effective handwashing is another critical weapon in the drive to curb the spread of Covid 19 (Coronavirus). Frequent handwashing with soap and warm water removes the virus thereby preventing the possibility of passing it on to anyone else. When should you wash your hands? Frequently! Especially before eating, after coughing, blowing your nose or sneezing. Turn off the tap with a piece of handtowel and throw it away. Use another piece of handtowel to open or shut doors after you- again, throw away that piece of towel. If you have been issued with disposable gloves – put on a fresh pair afterwards. Across the company, posters and signs have been put in place to encourage and remind staff of the need to regularly wash hands thereby reducing the risk of either catching or spreading the virus.

**Clean & Sanitise** – wipes & sanitisers will effectively remove the virus from a hard surface - some now also kill it (supply of coronavirus killing anti-bacterial solutions have been issued and are in use Company-wide). General sanitisers are an effective way to remove and kill many types of bacteria & remove dirt so please ensure you use the sanitisers/cleaners provided – in conjunction

with a paper wipe and disposable gloves – to make safe any regularly touched and/or shared hard surfaces. Place used products in a general waste bag, ready for disposal.

A comprehensive cleaning routine has been drawn up to cover all areas of the company where there is a palpable risk of multi-staff touching of hard surfaces. Again, this is to reduce the risk of spreading the virus.

**Trade Counters** – All Company trade counters are fully open and have been fitted with permanent Perspex screens, separating staff from customers. This screen is included in the Cleaning Routine to kill any potentially lingering viral infection that may have been introduced into the Company's trade counters. Where possible (dependent upon the size of the counter and the space available), a one way In/Out system for customers has been introduced to reduce the risk of social contact.

**Delivery Drivers** – avoid any contact with the customers' staff – remember that 1m+ social distancing. Leave the goods at the customer's premises, along with the paperwork and ask for the customer to sign. If the customer will NOT sign, you may NOT leave the Goods. Please ask that customer for their name and write that, along with the time and date of delivery onto the paperwork. You must then return the entire delivery to base, advising the office of the Failed Delivery. The office will then log this, contact the customer and arrange for a scanned & signed delivery note. On completion of this electronic transaction, you may then return and leave the goods. A register of such customer practice will be maintained to ensure there is no repeat of the Failed Delivery – in future the electronic scanning will be resolved prior to delivery taking place. At all times, remember to maintain that 1m+ distance from any other person involved in this transaction. Re-useable, protective gloves are issued for general protection – these are issued for protection against bruising, scuffing, bruising etc. Disposable gloves are to be worn when delivering to Care Homes – again contact will be restricted to the absolute minimum and social distancing maintained. Goods are not to be delivered into the Home but to a designated point outside the entrance/goods entrance. At the receipt of the signed note from the customer, the disposable gloves will be double bagged and disposed of in the bin liners provided. The Law requires visited premises to allow you to visit and use their washrooms – this is a legal requirement as highlighted by the Health & Safety Executive. A laminated leaflet confirming this is available from Head office should you require a copy. Carry a small pedal bin liner within your van so that you can safely dispose of any tissues, gloves, wipes etc during the day. At the end of the day, tie up the bag and dispose of it back at base in the General Waste skip. On your return to depot, wipe out & sanitise the regularly used hard surfaces within your van – remember, someone else may use that van tomorrow.

**Fork Lift Trucks:** Only qualified and approved FLT operators may use the company's forklift trucks – these are the only employees who are in possession of the relevant ignition/operating keys. Where possible, trucks are assigned to individual operators but there is always the possibility that operators may interchange the use of these trucks. The regular cleaning of these trucks – the areas which are most likely to be subject to repeated and/or mixed operator handling – is included in the Company's Cleaning Schedule.

**Bin Fill Operators** – You are entering premises over which we – as a Company – have little or no control. You must therefore TAKE control of the area in which you will be working. You have been provided with disposable gloves – always wear them. You have been issued with a tub of cleaning wipes & disposable paper towels – use them to clean the hard surfaces you will be touching. REMEMBER – always maintain that 1m+ Social Distancing – do not allow the customers' staff to come within that zone. Whilst you are on site. Remember too that the law requires the customer to let you use their washroom facilities – if you do, please adhere to the procedures outlined in the section headed, "Handwashing". After completing the bin fill, dispose of your gloves and any wipes in the pedal bin bag provided and – and the end of the day – tie up that bag and dispose of it within the General Waste skip.

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**Office Staff** – Social Distancing is vital within the office. Ensure your workstations are kept 1m+ away from your nearest colleague. Use any tubs of sanitising wipes/trigger sprays/ paper towels to regularly clean your VDU, keyboard, telephone and desk space. Do not spray directly onto the phone or keyboard – instead spray onto a paper towel and use that to clean the surface. Dispose of these as General Waste. Don't forget door handles! As has been mentioned, wash your hands more frequently.

**Ventilation** - Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. In good weather, try to leave windows and doors open. In multi-occupancy use offices around the Company, additional ventilation fixed vents have been fitted to increase the airflow during months when doors and windows may be kept shut.

**Laundry** - There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so as you will be working with people outside your household wash your clothes regularly. **Changing clothes in workplaces should only normally be considered where there is a high risk of infection** and therefore does not apply to Lister personnel.

**Home Working** – if you are “working from home” then you will be using a laptop/computer system of some kind. Please follow the HSE guidelines as laid out below:  
Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen – use a laptop riser or similar to adjust the height of the screen. Make sure there is enough work space to accommodate all documents or other equipment. Arrange the desk and screen to avoid glare, or bright reflections. Adjust curtains or blinds to prevent intrusive light. Make sure there is space under the desk to move legs. A footrest may be helpful, particularly for smaller users. If needs be, arrange for any equipment such as office chair, wrist support, footrest etc to be sent home from your place of work. Remember – take a break from the screen. Stretch and change position - look into the distance from time to time, and blink often. Change activity before you get tired - short, frequent breaks are better than longer, infrequent ones – a break of 5 minutes every 25 minutes is an ideal way to organise your working day.

Remember – helping to overcome this virus is everyone's responsibility. Your health, the health of family, friends and work colleagues depends on you playing your part to the full. Follow all of the above instructions and you will be playing an important part in reducing the spread of Covid 19 (Coronavirus). This is not someone else's responsibility – it is yours.

**J SMART, QEHS MANAGER**

**22<sup>nd</sup> February 2022**

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