

COVID 19 Social Distancing Policy

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RISK RELIEF

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Employees

Contractors

COVID 19 SOCIAL DISTANCING POLICY

Review History

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1 Purpose and objectives

The purpose of this document is to provide clear direction to all employees and manager's on the actions to mitigate the risk of an employee contracting or spreading the COVID 19 virus whilst at work, and subsequently ensuring Pressmark Pressings Ltd can continue to operate the business.

The objective is to reduce the risk, to as low as reasonably practicable, of employees contracting or transmitting the COVID 19 virus whilst at work.

This policy shall be reviewed on a fortnightly basis for the duration of the Pandemic, ensuring that it reflects government advice and instruction and the impact on Pressmark Pressings' ability to operate effectively whilst also keeping our employees safe.

2 Populations affected

This document is relevant to all roles within the business and details how we will continue to manage interactions with customers and stakeholders whilst delivering our services.

3 Management responsibilities

Managers are responsible for ensuring employees understand all aspects of this policy, the associated Risk Assessment (RA.PP.009) and relevant Work Instructions. The information in these documents shall form part of the initial start back briefing which will be required as this document is updated. Employees shall ensure they have received a briefing detailing the actions required by them to keep themselves and others safe. Team Leaders and Managers are also responsible for:

- Monitoring property cleanliness and escalating concerns to the Management team
- Ensuring compliance with social distancing instructions (2m, avoid congregation of people etc).
- Checking employee welfare and report to the Management Team any concerns.
- Carry out temperature checks at the start of shift if required.
- Ensuring compliance with Pandemic reporting requirements.
- Liaise with visitors / contractors advising your Social Distancing Policy and requirements.
- Ensuring cleaning staff are carrying out their reallocated duties, by ensuring all automatic soap dispensers are regularly topped up; door handles and touchpoints are cleaned at least twice a day; canteen facilities are cleaned in between each staggered break and end of shift. Welfare areas are cleaned regularly including flush handles, taps, doors and toilets.

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4 Employee responsibilities

All employees are required to receive a briefing on return to work, this briefing will cover the control measures we have introduced and your responsibility within them. You MUST:

- On return to work, you must inform the Management Team that you are clear of any symptoms, you are fit and healthy to return to work. Temperature checks may be introduced at the start of shift if deemed appropriate.
- Inform the Management Team if you become unwell or a member of your household become unwell.
- Comply with our Social Distancing control measures whilst at work, as outline in this document and your briefings.
- Comply with the Infection Control measures whilst at work.
- Work with the Team Leaders and Management Team to ensure the workplace remains a safe and healthy place to work.
- Employees shall wipe down surfaces after use.

5 Communication

Managers shall ensure separation between oncoming and off-going shifts, ideally in separate locations. If this cannot be achieved due to numbers, incoming shifts shall remain outside and away from the main doors until the outgoing shift have left the building.

Shift briefings should, where possible, be conducted in well-ventilated areas (or outdoors), with enough space for 2m separation between all attendees. These briefings will be made on the first arrival on return to work, and at intervals where the Social Distancing Policy or Government Guidelines have changed.

6 Infection control measures

There is a requirement to reduce risk to as low as reasonably practicable of any employee contracting COVID 19 whilst at the workplace.

We have a documented risk assessment RA.PP.009 Business Start-Up During COVID 19, which details the assessment of risk and control measures to mitigate risk to 'as low as reasonably practicable'. The Risk Assessment shall be reviewed on a fortnightly basis by the Management Team to provide assurance that all control measures are implemented and effective, as well as to identify any additional control measures required. The review process shall continue for the duration of the Pandemic, ensuring that new information and best practice is considered and where appropriate, incorporated into risk mitigation measures.

Our approach to managing risk related to COVID 19 shall be informed by government and Public Health England guidance, whilst also considering the safety impact on Business as Usual activities. Where our ability to undertake Business as Usual activities safely is impacted due to COVID 19, we shall produce and publish revised Work Instructions to provide guidance on amendments to ways of working.

The following control measures shall be implemented for all employees:

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6.1 Welfare facilities

All employees using welfare facilities in order to take rest breaks, meal breaks etc. will ensure they observe our guidelines.

Team managers shall ensure that break times are staggered allowing a maximum of 14 persons in the main canteen at any one time, this will be managed and strictly adhered to in order to prevent employee gatherings.

To manage this, we have introduced:

- All employees shall maintain 2m separation from others so far as is reasonably practicable.
- All main doors to facilities will be wedged open, avoiding the need for employees to touch door handles (except for individual toilet doors).
- Employees are to use hand dryers only, all hand towels will be removed
- The canteens (both main canteen and setters' canteen) will have 'designated' seating on each table (depicted by a notice on the table), which will control the 2m social distancing compliance. This enables a maximum of 14 people in the canteen at any one time.
 - Large tables allow for two persons, one each end and each side.
 - Round tables allow for one person
 - Smaller tables to be placed on diagonal and one person each end
- Tape will be placed on the floor at 2m distance at each kitchen area.
- Employees shall wash their hands when entering welfare facilities, after touching any surfaces and before leaving the welfare facility.
- Automatic soap dispensers will be placed in all facilities including the canteen and regularly replenished.
- Cleaning staff will be reallocated tasks to enable them to clean facilities more frequently throughout the day including:
 - between staggered breaks and at the end of shift.
 - Clean the toilet door handles, flushes and taps, hand dryer buttons more frequently.
 - Welfare facilities and common areas shall be cleaned between each shift.
 - Replenishing automatic soap dispensers.

6.2 Staggered start and break times

The shift start times and break times shall be staggered to prevent the congregation of employees. Management Teams shall communicate shift start times to employees so that changes can be implemented.

6.3 Social distancing

There shall be no less than 2m between employees (including shift briefings). Employees shall take staggered breaks to ensure congregations do not occur in communal areas.

Specific areas where employees may gather such as 'clocking in' areas, kitchen areas, will have tape marked on the floor at 2m intervals. Individuals should use their fob to clock in and avoid the need to touch the clock equipment. Employees will be required to comply with these requirements.

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6.4 Shop floor

All Presses have been measured to ensure compliance with social distancing when 2 people are working at one press.

- Press Operators will be working at 2m intervals from other employees.
- Individuals will be allocated a designated press to avoid the risk of cross-contamination when working on different presses.
- Where individuals are from the same household, they may be allocated onto the same press.
- Employees must manage their own social distancing within the workplace, any concerns must be raised to the Team Leaders / Management Team.

6.5 Rework areas

Rework areas will have workstations adjusted to enable single working and ensure a minimum of 2m social distance. Rework staff must manage their area and avoid others from encroaching into the work area.

6.6 Offices

Offices have been measured to manage the 2m social distancing requirements. Offices will be designated to one person per office. The administration office can cater for the 2m social distancing requirements if required. To ensure we can reallocate tasks to the cleaning staff, all office staff must temporarily:

- Clean their own office IT equipment, desks, telephone equipment, printers.
- All office doors will remain open, to eliminate the need for surface contact of doors and door handles.
- Meetings will be held by Zoom or other virtual means, avoiding the need for too many people in one location.
- All staff are to manage and ensure there is no congregation of employees in the corridor or offices.

6.7 Cleaning

Cleaning staff will be reallocated tasks to enable them to clean facilities more frequently throughout the day including:

- Cleaning all welfare areas, communal and heavily pedestrian trafficked areas between staggered breaks, between shifts and at end of shift.
- Clean the toilet door handles, flushes and taps, hand dryer buttons more frequently.
- Cleaning of all door handles and contact points, including the main office entrance door.
- Offices desk, telephone and IT equipment will temporarily be cleaned by the individual using the office, to enable time to be reallocated for additional cleaning requirements.

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7 Forklifts

Forklifts shall be cleaned and fully inspected prior to initial start-up. The inspection must be documented. All contact points will be cleaned at the start and end of each shift, paying attention to high contact areas including (but not limited to):

- Steering wheel
- Beacons
- Vehicle controls (Climate control, radios, etc)
- Window & door opening switches/catches/levers etc

Forklifts will initially be designated to one individual, there should be no cross-contamination risk.

8 First Aid

Employees requiring first aid must follow the current first aid procedures. First Aiders shall make their own assessment on whether to provide first aid, based on the level of risk e.g.

- excessive bodily fluids
- casualty coughing excessively
- casualty appears to have a fever or any other related symptom that may have cause for concern of COVID 19 symptoms.

The first aider will liaise with the Management Team when concerns are raised.

9 Action to be taken in the event of exposure or becoming symptomatic

9.1 Employee exhibits symptoms

In the event an employee exhibits the symptoms of COVID 19 (persistent dry cough and high temperature) they shall self-isolate for 7 days and seek medical advice by phone if required (NHS 111 or GP – follow NHS guidance).

If an employee becomes very unwell at work, they shall be isolated in the workplace and an ambulance shall be called.

9.2 Employee lives with someone who exhibits symptoms

If living with a person who exhibits symptoms the employee must self-isolate for 14 days. This is a mandatory requirement.

9.3 Employee encounters someone displaying symptoms at work

If an employee encounters an individual who is symptomatic whilst at work, they shall immediately follow government self-isolation guidance for 14 days.

They should avoid contact with any other individual, advise the Management Team and go home as soon as possible after contact.

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9.4 Reporting requirements

Employees who need to self-isolate or have pandemic care responsibilities, HR shall ensure their status is recorded to aid effective management of the situation.

In these circumstances, choose one on the following options so that we can understand how we are being affected by Covid-19.

- Pandemic Self Isolation (Not Working) - to be used if you have a new or persistent cough or high temperature or you need to self-isolate and are unable to work from home.
- Pandemic Self Isolation (Working) - to be used if you have a new or persistent cough or high temperature or if you need to self-isolate because you are in a high risk or vulnerable category but are able to work from home
- Pandemic Dependant Care (Not Working) - to be used if you need to provide care for a high risk or vulnerable dependent or school closure etc and are unable to work from home.
- Pandemic Dependant Care (Working) – to be used if you need to provide care for a high risk or vulnerable dependent or school closure etc and can work from home.

10 High risk & vulnerable employees

Medical evidence suggests that in many cases, the people most seriously affected by the COVID 19 virus are those who are extremely vulnerable due to underlying health conditions. The government's strategy is to ensure that the most vulnerable people are protected by limiting the spread of the virus through the wider (non-vulnerable) population, to limit the number of seriously ill cases and prevent a demand surge on the NHS.

10.1 Extremely vulnerable people

The most serious outcomes for COVID 19 (serious ill health and fatalities) are most likely to occur for people who fall into the Extremely Vulnerable category, including:

- Solid organ transplant recipients
- People with specific cancers:
 - People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer.
 - People with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment.
 - People having immunotherapy or other continuing antibody treatments for cancer
 - People having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors.
 - People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs.
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell)
- People on immunosuppression therapies enough to significantly increase the risk of infection
- Women who are pregnant with significant heart disease, congenital or acquired.

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The NHS strongly advise that any person that falls into any of the above categories should follow the [Guidance on Shielding and Protecting People defined on medical grounds as extremely vulnerable from COVID 19](#). Whilst the advice is not mandatory for individuals to follow, Pressmark Pressings it is extremely important for employees to notify their Manager if they fall under one of these categories so that they can provide assistance to ensure that appropriate precautions are taken in the workplace.

Additionally, any employee who lives with/cares for a dependent who would fall into any of the above categories should apply stringent social distancing measures to protect the extremely vulnerable person.

Where possible, extremely vulnerable persons who are self-isolating should work from home if they are able and so should anyone living with them.

10.2 Guidance for vulnerable people

The following groups are at an increased risk of suffering severe illness as a result of contracting the COVID 19 virus:

- Aged 70 or older (regardless of medical conditions)
- Under 70 with an underlying health condition who would be instructed to have a flu jab as an adult each year on medical grounds, including:
 - Chronic (long term) respiratory diseases such as:
 - Asthma
 - Chronic Obstructive Pulmonary Disease (COPD)
 - Emphysema
 - Bronchitis
 - Chronic heart disease, such as heart failure
 - Chronic kidney disease
 - Chronic liver disease, such as hepatitis
 - Chronic neurological conditions, such as:
 - Parkinson's disease
 - Motor neurone disease
 - Multiple sclerosis (MS)
 - Learning disability
 - Cerebral Palsy
 - Problems with the spleen, such as sickle cell or removal of the spleen
 - Weakened immune system as a result of conditions such as HIV and Aids, or medicines such as steroid tablets or chemotherapy.
 - Being seriously overweight (a body mass index of 40 or above)
 - Being pregnant

The advice from Public Health England for those who fall into the vulnerable people category is that they should adhere to social distancing to reduce social interaction between people in order to reduce the transmission of the virus.

If employees believe that there is a risk to their health, the business would encourage the employee to stay at home and stay safe and well. In the event this situation applies, Managers must be kept to date on employees' circumstances.

10.3 Government social distancing guidance

The government requires everyone to follow the social distancing guidance as much as possible:

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID 19). These symptoms include high temperature (above 37.8 degrees Celsius and/or new continuous cough).

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- Avoid non- essential use of public transport when possible
- Work from home, where possible. Employees shall notify the management team of their decision not to come to work due to their vulnerability.
- Avoid gatherings as much as possible, use remote technology such as phone, email, Skype wherever possible.
- If you need medical assistance for COVID related symptoms, use a telephone or online services to contact GP's or other essential services.

Employees that are attending work shall follow the Social Distancing policy which has been developed to align with Government guidelines.

11 Summary

For the duration of this Pandemic (COVID 19), we will need to adapt to how we work to ensure that we keep our most vulnerable employees safe. This policy document sets out the measures to be taken to ensure that, so far as is reasonably practicable, no employee suffers serious ill health due to being exposed to COVID 19 whilst at work.

Any employee who is categorised as extremely vulnerable shall not attend work in any circumstances.

All employees considered vulnerable shall make their own decision on whether they feel it is safe for them to attend work or whether they would feel safer following the government's Social Distancing guidance and advise the Management Team.

In all cases, employees at work shall comply with the control measures implemented by Pressmark Pressings to maintain social distancing so far as reasonably practicable.

The safety and welfare of all employees is our priority whilst supporting the national effort to manage the response to COVID 19. Any questions or concerns should be directed to the Management Team.

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