

RIL / FRL COVID-19
Guidance Document /
Control Measures 2020

Contents:

Good Practice Onsite

Car Sharing

Good Practice Home Working

What have we done?

Good Practice - Onsite

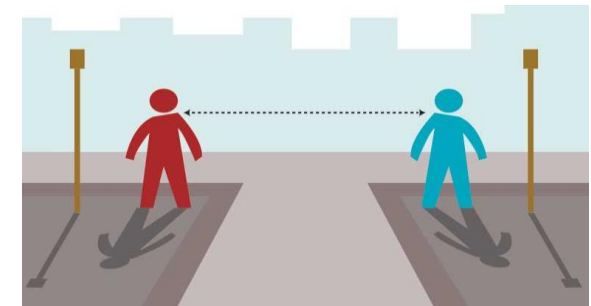
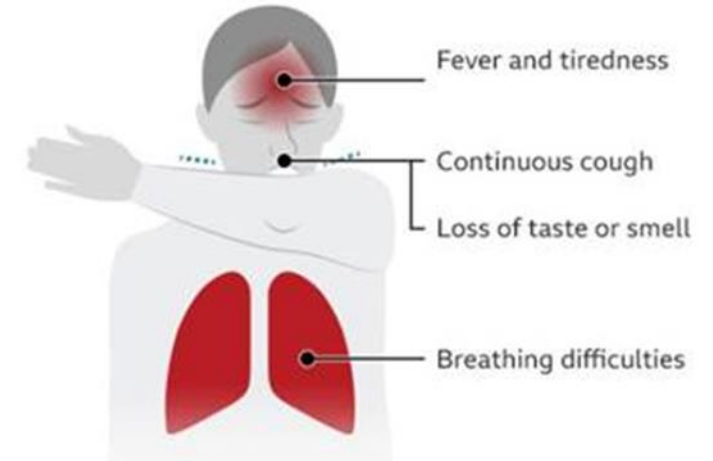
✔ • DO - Read & Understand the COVID-19 Risk Assessment & Guidance.

✘ • DO NOT - come to site if you have symptoms.

✔ • DO - social distance at all times.

✘ • DO NOT - handle keys or paperwork from drivers – Warehouse.

✔ • DO - wipe down all trucks before & after use – All truck users.



• **Shared areas – minimise qty of people in each area:**

- ✓ DO – Use the office canteen if required (production / warehouse staff)
- ✗ DO NOT have more than one person at a table at one given time
- ✓ DO arrange meetings to take place by means of technology









• **Cleaning – extra cleaning is in place:**

- ✓ DO ensure personal hygiene is maintained
- ✓ DO use soap provided (individual & other)
- ✓ DO keep toilets how you would expect to find them
- ✓ DO clean door handles & light switches more often



Car Sharing

-  DO – Try to find an alternative
-  DO – Keep minimum number of people in the car at one time
-  DO – Keep windows open
-  DO – Face away from each other
-  DO – Clean the surfaces internal / external after sharing a car
-  DO NOT – share a car if you are symptomatic

Use of private vehicles and car pooling

When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others.

If the journey is essential, such as travel to work, and there is no option but to share a car with people who are not part of the same household, journeys should be shared with the same individuals and with the minimum number of people at any one time.

Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Private vehicles that are used by people from multiple households should be cleaned regularly using gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces.

Good Practice – Home Working

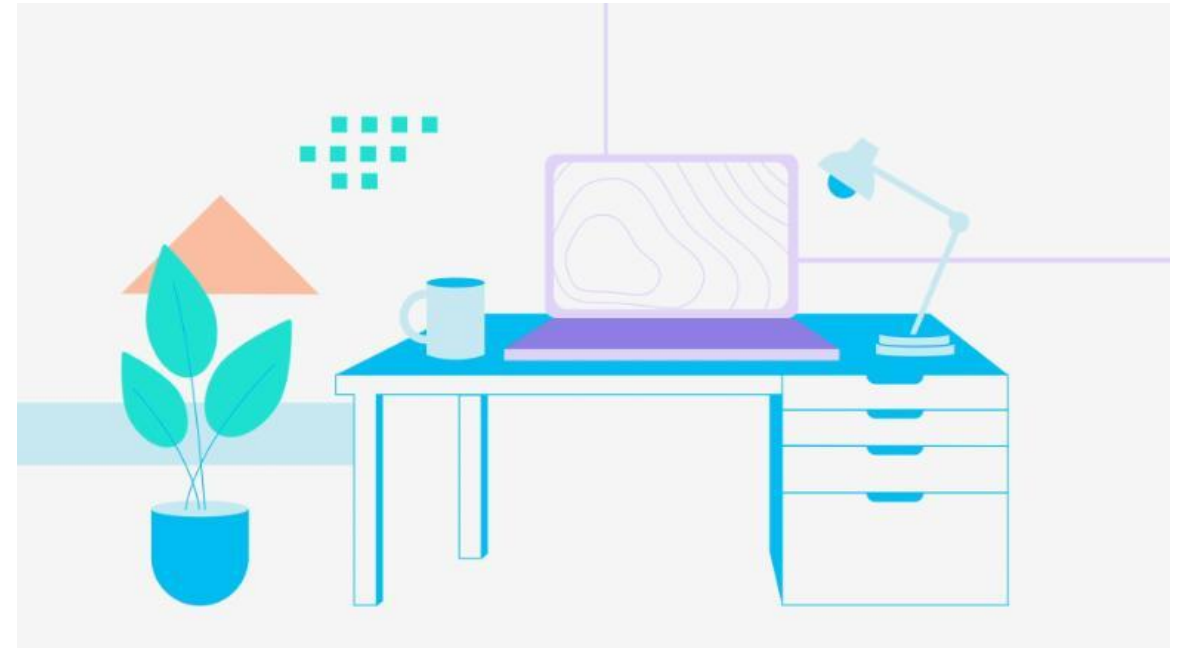
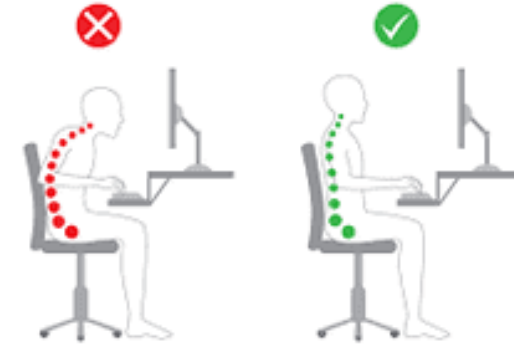
- Working Area:

✔ DO ensure sufficient ventilation, temperature & lighting is correct

✔ DO ensure you have the space required

✔ DO ensure the area is comfortable & suitable

✔ DO advise us if there is anything you require



- Workload / Working Hours / Communication & Contact



✓ DO establish a workday routine & schedule (best hours to work / hours available)

✓ DO create a productive working environment

✓ DO ensure you keep active & spend time away from the work station

✓ DO keep in contact & discuss any issues you may have

✓ DO ensure you switch your laptop & work emails off when you have stopped working for the day

✗ DO NOT suffer. If you are suffering with wellbeing issues please contact your Line Manager, Laura Ormerod, Lesley Turner or Liz Buckley – please see links for wellbeing information:



The range of new resources, designed specifically to help manage our mental wellbeing during coronavirus, include a tailored COVID-19 Mind Plan, COVID-19 specific content for individuals & support for specific mental wellbeing issues such as anxiety, stress, low mood & trouble sleeping. The website signposts people to activities such as mindful breathing exercises, help with any unhelpful thoughts & muscle relaxation.

The links to this information are below

NHS – Every Mind Matters, main link is:

<https://www.nhs.uk/oneyou/every-mind-matters/>

10 tips to help if you are worried:

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>

Looking after children:

<https://www.nhs.uk/oneyou/every-mind-matters/looking-after-children-and-young-people-during-coronavirus-covid-19-outbreak/>

WFH:

<https://www.nhs.uk/oneyou/every-mind-matters/7-simple-tips-to-tackle-working-from-home/>

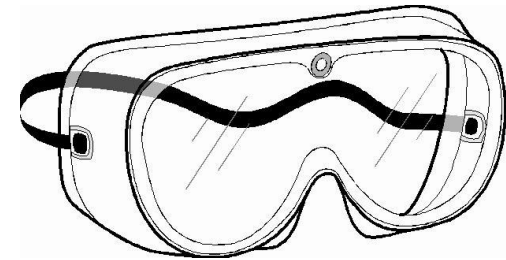
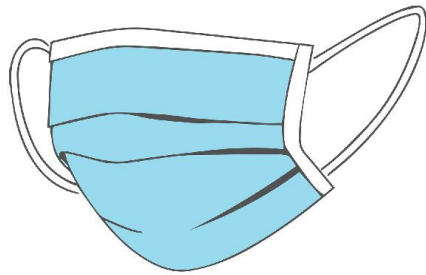
Mental wellbeing whilst staying at home:

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/>

There is also a mind plan. You will need to answer simple questions about how you are feeling & it will generate a tailored plan with some tips to help you deal with lockdown better. This might for example be tips on how to help you get a better night's sleep if you are worried about something. The link for this service is below

<https://www.nhs.uk/oneyou/every-mind-matters/your-mind-plan-quiz/>

How to guide – PUTTING ON PPE & TAKING OFF PPE For Contact/Droplet Precautions



Putting on PPE

1 Perform hand hygiene

Alcohol based hand rub

Rub hands for 20-30 seconds.

Or

Water & soap

Wash hands for 40-60 seconds.



2 Put on the mask:

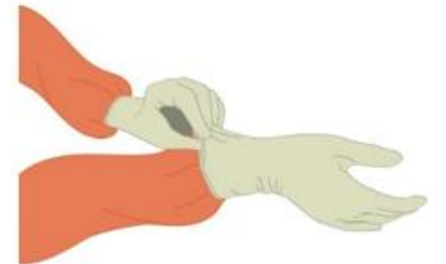
- Take a face mask & inspect it for tears or holes. Ensure the metal strip is at the top & ensure the proper side of the mask faces outwards (the coloured side).
- Place the mask on your face & pinch the metal strip so it moulds to the shape of your nose & place loops behind ears.
- Pull down the mask at the bottom so it covers your mouth & chin.



3 Put on eye protection (if required)



4 Put on gloves



Taking off PPE

1 Remove Gloves & dispose of in bin provided.



2 Perform hand hygiene

Alcohol based hand rub

Rub hands for 20-30 seconds.

Or

Water & soap

Wash hands for 40-60 seconds.



3 Remove eye protection



4 Remove the mask & dispose of in the bin provided



5 Perform hand hygiene

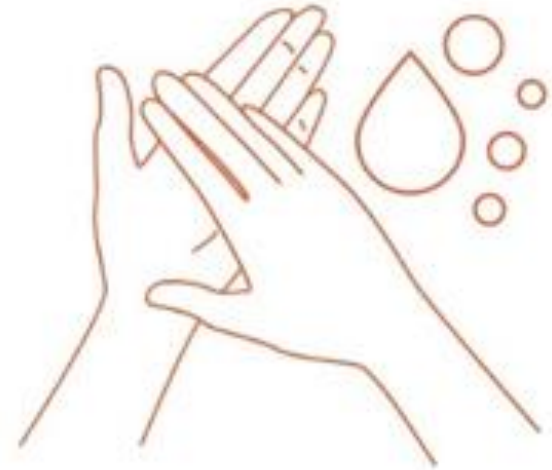
Alcohol based hand rub

Rub hands for 20-30 seconds.

Or

Water & soap

Wash hands for 40-60 seconds.



Track & Trace – How Does It Work

- If you have been in contact with someone who tests positive, you will be contacted by email, text or phone. Text messages will come from 0300 0135000.
- If you have been in contact with someone who tests positive, you will be required to self isolate for 14 days from the day you last saw them.
- If you get symptoms in this time, you need to be tested.
- If you test negative, you still have to isolate for the 14 days.
- If you test positive you self isolate for a further 7 days from when symptoms started.
- If you do test positive, you will be asked to complete a contact tracing form online. This then alerts the contacts who you have had close contact with over the last 48 hours. This is vital to stop the spread of the virus!
- You create a confidential account where you record anyone you have been in contact with & then they will be contacted.

Close contact is defined as:

- Having face to face contact with someone less than 1 metre away
- Spending more than 15 mins within 2 metres of someone
- Travelling in a car with someone
- If you work in or have recently visited a setting with other people

What are we doing – what have we done?

1. Assessing the risk on a daily basis with updates that are available to us, & are communicating as we learn & acknowledging any changes – by means of the daily updates.
2. We have put an assessment into place which addresses information, concerns & any actions required.
3. We have put social distancing into place.
4. We have put extra hygiene practices into place.
5. We are giving advice in an emergency situation & are taking it seriously.
6. We are being transparent & fast with communication in the daily email update.
7. We are being pro-active – communication that we are sending through & checking on staff should prevent misinformation.
8. We are involving & engaging with staff – we are walking around & talking to staff, we are using team for home workers & we are asking if anyone has any other ideas or concerns that they advise us.
9. We are building capacity / ownership by strengthening policies, plans & training.
10. We have provided masks & guidance on wearing masks should anyone want to wear them – please follow this.
11. We are doing all of the above & more to keep you safe!!

PLEASE HELP US BY HELPING YOURSELVES!!