

<b>Company:</b>	United Roofing Products	<b>Location:</b>	Cullompton	<b>Reference:</b>	RA-COVID 19	<b>Page:</b>	1	of	9	<b>Revision:</b>	5
<b>Assessment Area:</b>	<b>MAINTAINING BUSINESS OPERATIONS DURING THE COVID-19 PANDEMIC</b>	<b>Date:</b>	22/03/2021	<b>Issued by:</b>	L Dominy	<b>Position:</b>	Operations Manager				
<b>Persons affected:</b> Branch Personnel, Customers, Visitors, Suppliers and Public	<b>Likely consequence:</b> Mild infection for the majority. Serious and potentially fatal infection for people with underlying medical conditions, older persons or for a heavy infection. Risk of spreading the virus via a colleague to a person they live with in a 'high risk' category. Risk to mental health from socially isolated home workers or anxiety over change of conditions or perceived personal risk.	<b>Issued to:</b>	J Cottrell	<b>Position:</b>	Manufacturing & Eng Manager						
		<b>Copied:</b>	B Dominy	<b>Position:</b>	Director						
		<b>Copied:</b>	S Morris	<b>Position:</b>	Assistant Prod Manager						

**THIS DOCUMENT IS INTENDED TO BE USED AS A TEMPLATE TO CONSTRUCT A MEANINGFUL RISK ASSESSMENT FOR THE MANAGEMENT OF A BRANCH DURING AN EPIDEMIC OR PANDEMIC THE CONTROL MEASURES DETERMINED BY THIS ASSESSMENT MUST BE COMMUNICATED TO ALL PERSONS ASSOCIATED WITH THE LOCATION AND IMPLEMENTED AT ALL TIMES. ACTION IS REQUIRED WHEN THE HIGH RISK "NO" BOX IS TICKED.**

<p><b>Status:</b></p> <p><b>Employees on site:</b>          Cullompton of 11/12 on the shop floor and 1/1 driver.          15/20 of office colleagues plus MD ad-hoc visits</p> <p>Plymouth 2/2 shop floor workforce and 1/1 office person</p> <p><b>Working from Home:</b> 5/20 of office colleagues plus MD ad-hoc visits</p> <p><b>Other:</b> 1 Shielding, 1 Maternity leave</p> <p><b>Vehicles:</b>          Primarily third-party hauliers</p> <p>Own vehicles:          1 no. 3.5 ton          1 no. Rigid HGV</p>	
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Hazard / Activity	Control Measures in Place	Yes Low Risk	No High Risk	Agreed Actions to achieve or maintain a low risk	Time scale	Action taken (sign and date)
<p><b>Preparing to Open a Previously Closed Operation</b></p> <p><i>Hazards and lapses in statutory duty</i></p>	<p>Has a plan been made to implement key controls identified through this risk assessment and the 'Covid-19 Site Guidance document including the following?</p> <ul style="list-style-type: none"> <li>Check security systems and test evacuation alarms</li> <li>Carefully flush water systems – these will have stood and there is a risk of legionella build-up</li> <li>Check the statutory inspection dates for lifting plant &amp; equipment, pressure systems and commercial vehicles. Quarantine items outside of the statutory date and arrange an urgent inspection.</li> </ul>	✓ ✓ ✓		<ul style="list-style-type: none"> <li>The site has remained open &amp; routine inspections and checks have continued.</li> <li>Allianz inspections have been conducted at correct intervals.</li> <li>Routine pre-shift checks completed by operators.</li> </ul>		<p><i>Planned maintenance and servicing has been carried out in a controlled manner with vigorous signing in and control checks as per Visitor sign in procedure – 15/12/2020 LD</i></p>
<p><b>Person Presenting with Symptoms</b></p> <p><i>Risk of spreading</i></p>	<p>Are all managers, supervisors and colleagues aware of the procedure set out in Addendum 1 for dealing with anyone displaying symptoms?</p>	✓		<ul style="list-style-type: none"> <li>Managers have been made aware of how to identify symptoms.</li> <li>Guidance in addendum 1 has been communicated as a toolbox talk.</li> <li>Any amendments to site policy is communicated via email and TBT with signed training sheets completed</li> </ul>		<p><i>Employee suggestion box available to help maintain and improve site practice – 15/12/2020 LD</i></p>
<p><b>Self-Isolation Arrangements</b></p> <p><i>Avoiding person to person interactions and protection of vulnerable persons</i></p>	<p>Are all colleagues working from home where they can, unless there is a critical requirement to come to the work premises?</p>	✓		<ul style="list-style-type: none"> <li>See above for breakdown of staffing breakdown for those on site and those working from home</li> <li>Teams have been split to allow physical further spacing and those that remain on site are required to for roll responsibilities and tasks</li> <li>Site RTW floor plan breakdown has been created and reviewed to ensure spacing and room capacities are met</li> </ul>		
	<p>Have all colleagues identified in a current high-risk category or living with someone in a high-risk category been adequately protected, working from home or permitted to self-isolate?</p>	✓		<ul style="list-style-type: none"> <li>One high risk category colleagues is sent home shielding in accordance with government guidelines.</li> </ul>		

	<p>Have all colleagues been advised that if they or anyone they share a household with has a new persistent cough or fever or who has lost their sense of taste and smell, they must stay at home and self-isolate?          If they have symptoms isolation is 7-days if someone in their household has symptoms, isolation is for 14-days.          Have they also been advised not to return to work without authorisation from their manager or HR?</p>	✓		<ul style="list-style-type: none"> <li>All colleagues have been verbally instructed in the guidelines lines on addendum 1 and provided with a copy.</li> </ul>		
<p><b>Colleagues Returning to Work</b></p>	<p>Has any colleague wishing to return to work met the requirements of the 'Returning to work' guidance in addendum 2?</p>	✓		<ul style="list-style-type: none"> <li>A copy of the Addendum 2 guidance has been Issued to managers for any future cases. A signed version to be obtained for the records.</li> <li>Operational &amp; Welfare Covid Guidance is issued to all returning staff and recorded.</li> <li>A number of people have temporarily isolated whilst waiting for a test – This has been due to someone else in their household potentially being in contact with a positive case. No symptoms from employee and have not returned to work until negative result has been received.</li> <li>All situations of self isolating are recorded and logged on the company's Info exchange system</li> <li>Site RTW floor plan breakdown has been created and reviewed to ensure spacing and room capacities are met</li> <li>Additional RTW Office induction record being issued to enable employee to raise concerns and brief on site rules and guidelines</li> </ul>		

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Hazard / Activity	Control Measures in Place	Yes Low Risk	No High Risk	Agreed Actions to achieve or maintain a low risk	Time scale	Action taken (sign and date)
<b>Travel to and For Work</b>	Is all domestic travel limited to 'where strictly necessary' and with senior management approval?	✓		<ul style="list-style-type: none"> <li>Meetings are conducted by Teams and person to person meeting with non-site personnel are currently prohibited.</li> </ul>		
	Are journeys to shops, banks, post offices and the like limited to the minimum in a week and to one person where practicable?	✓		<ul style="list-style-type: none"> <li>Banking is limited to one person once a week.</li> <li>Routine shopping is similarly restricted.</li> </ul>		
	Have colleagues been advised to travel to site alone in their own transport and is there adequate parking arrangements for additional cars and bicycles?	✓		<ul style="list-style-type: none"> <li>Colleagues have been asked to avoid public transport and travel alone.</li> <li>Additional parking has been provided to the side of the building and further is available on an adjacent field if required.</li> </ul>		
	Are there suitable parking arrangements for cars, cycles and motorcycles?	✓				
<b>Hygiene and Cleaning</b>	Are there adequate waste bins in office and welfare facilities to enable disposal of single use tissues and hand towels? Are bins emptied throughout and at the end of each day?	✓		<ul style="list-style-type: none"> <li>Additional bins are emptied frequently by a contract cleaner out of hours to avoid contact.</li> </ul>		
	<b><i>Is there a regime in place for enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, using standard cleaning products?</i></b>					
	<ul style="list-style-type: none"> <li><b>Access points:</b> door handles &amp; push plates, hand rails on staircases and corridors, lift controls</li> </ul>	✓		<ul style="list-style-type: none"> <li>A schedule has been set out for enhanced cleaning including record sheets.</li> <li>Own desks are cleaned 3 times a day and recorded</li> <li>Communal areas 4 times a day and logged</li> <li>Alcohol hand gel stations are provided throughout the building, on entry to the building, on entry to canteen and office exit to yard included</li> <li>Anti-bacterial wipes are provided in each vehicle for clean down before and after each use.</li> <li>Anti-bacterial wipes are provided on each Machine for clean down before and after each use.</li> </ul>		
	<ul style="list-style-type: none"> <li><b>Mess welfare &amp; changing facilities:</b> taps and washing facilities, toilet flush &amp; seats, mess room chairs, tables &amp; food preparation surfaces, cups, cutlery, electrical equipment, fridge doors, vending machines &amp; payment devices</li> </ul>	✓				
	<ul style="list-style-type: none"> <li><b>Offices:</b> telephone, key boards, photocopiers and other office equipment</li> </ul>	✓				
	<ul style="list-style-type: none"> <li><b>Vehicles (inc. FLT):</b> doors, hand holds, steering wheel, controls, seat, curtains, drop sides, strapping, chocks &amp; covers</li> </ul>	✓				
<ul style="list-style-type: none"> <li><b>Process Machinery:</b> Controls, tables, guards, gates, handles</li> </ul>	✓					

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Hazard / Activity	Control Measures in Place	Yes Low Risk	No High Risk	Agreed Actions to achieve or maintain a low risk	Time scale	Action taken (sign and date)
<b>Wellbeing</b>	Are managers aware of the causes and signs of stress and do they have an understanding of how they can help and support colleagues in times of change?	✓		<ul style="list-style-type: none"> <li>Managers have been made aware of the potential psychological issues associated with the current circumstances.</li> <li>Two mental health first aiders are employed at the Cullompton site.</li> </ul>		
	Are there regular briefings by the operational managers with any updates from the government or for SIG communications?	✓		<ul style="list-style-type: none"> <li>Regular briefings are conducted with colleagues either on a one to one cascading basis or stood in the yard or warehouse adhering to the 2m rule.</li> </ul>		
<b>Personal Hygiene and Welfare</b>	Are all colleagues aware of the requirement to thoroughly wash their hands for more than 20 seconds regularly through the day and after coming into contact with items handled by persons visiting the location?	✓		<ul style="list-style-type: none"> <li>Colleagues have been informed of the personal hygiene and welfare arrangements through discussion and issue of the SHE 111 guidelines.</li> <li>Posters have been produced and displayed at appropriate locations around the site as a reminder.</li> <li>Washing facilities are stocked with adequate soap and paper towels.</li> <li>Additional hand sanitisation points have been provided.</li> <li>Additional waste bins have been provided and are emptied daily or as required.</li> </ul>		
	Are all colleagues aware of the requirement to cough or sneeze into their elbow or a tissue and immediately dispose of any tissue?	✓				
	Is there hot water, soap and hand drying facilities in all the toilet facilities?	✓				
	Are extra hand washing or sanitisation stations provided at key areas such as entrances to the building?	✓				
	Are disposable hand towels provided and loose hand towels prohibited?	✓				
	Are waste bins used for tissue disposal emptied regularly?	✓				
<b>Personal Protection</b> <b>Person to person interactions</b>	<p><b>Gloves</b> required for safety purposes, for instance cut or chemical resistant must continue to be worn as required to protect from such hazards.</p> <p>Disposable gloves are not a requirement but may be worn by a colleague through personal choice.</p> <ul style="list-style-type: none"> <li>Are all persons who chose to wear disposable gloves aware that they must wash them regularly and thoroughly with soap and water and avoid touching their face?</li> </ul>	✓		<ul style="list-style-type: none"> <li>Colleagues have been informed of the personal hygiene and welfare arrangements through discussion and issue of the SHE 111 guidelines.</li> <li>Disposable glove and masks are available for all throughout the building</li> <li>Masks are mandatory when moving about internal building and can only be removed when stationary and an individuals own desk.</li> <li>Temperature checks are carried out on a daily basis upon arrival as per site guidelines for employees.</li> </ul>		

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Hazard / Activity	Control Measures in Place	Yes Low Risk	No High Risk	Agreed Actions to achieve or maintain a low risk	Time scale	Action taken (sign and date)
<b>Personal Protection Continued...</b>  <b>Person to person interactions</b>	Respiratory protection: Actions set out in this risk assessment must be taken to eliminate the risk of inhalation of the virus ahead of the use of RPE. Local government requirements which exceed these controls take precedent. Where it is not practicable to eliminate face to face interactions, the following protective measures must be in place: <ul style="list-style-type: none"> <li>Are trade counter/sales colleagues required to wear a face mask or visor during face to face interactions with customers where there is no effective antiviral barrier?</li> <li>Are operational colleagues and SIG drivers required to wear a mask or visor during face to face interactions with the customer, supplier or visitor in the branch and during deliveries?</li> </ul>	✓		<ul style="list-style-type: none"> <li>There are currently no activities on site where the 2-metres social distancing rule cannot be applied by colleagues with visiting persons.</li> <li>Trade counter is closed and the building restricted to staff only.</li> <li>Drivers have been instructed in the URP procedure to prevent them being within 2m when loading or delivering.</li> <li>Good hygiene, cleaning and social distancing are the controls to minimise the risk. Masks are mandatory when moving about internal building and can only be removed when stationary and an individual's own desk.</li> </ul>		
				✓	<ul style="list-style-type: none"> <li>Building remains closed to general public and only to contractors upon prior appointment and induction carried out outside with temperature check</li> <li>Plans are in place to provide anti-viral screens before re-opening.</li> </ul>	
<b>Site Meetings / Huddles</b>  <b>Personal proximity</b>	Are any meeting room facilities on the premises removed from use for face to face meetings?	✓		<ul style="list-style-type: none"> <li>The meeting room is out of use as is now converted into desk working space to spread all staff out.</li> </ul>		
	Is the two-metre social distancing rule able to be maintained for regular face to face briefings (huddles) given by management?	✓		<ul style="list-style-type: none"> <li>Consultation meetings with colleagues and management meetings are conducted in the yard or open factory space to maintain the 2M rule.</li> </ul>		
	Has the frequency, number of attendees, location and time taken for a huddle been reviewed to ensure minimum risk of spreading the virus?	✓		<ul style="list-style-type: none"> <li>Only essential meetings are conducted via Teams application</li> </ul>		
<b>Mess, Changing, Showering and Welfare Facilities</b>  <b>Personal proximity</b>	<b>Where necessary social distancing cannot be adequately maintained for these mess, changing and showering facilities, they should be removed from use.</b> Are facilities (other than toilets) restricted to SIG colleagues only?	✓		<ul style="list-style-type: none"> <li>Welfare facilities are restricted to SIG employees only</li> <li>A one person at a time rule is applied.</li> <li>Urinal half blocked off to prevent 2 people</li> </ul>		
	Have procedures / rules been applied (e.g. access restrictions, signage, floor markings, vision panels, staggered start & finish and break times, seating 2-metres apart) to enable these facilities to be used whilst maintaining social distancing?	✓				

<p>Are there visual reminders to colleagues to wash hands thoroughly for more than 20 seconds or use the hand sanitiser before and after using the facilities?</p>	<p>✓</p>		<p>using at any one time</p> <ul style="list-style-type: none"> <li>• Posters are displayed detailing the rules.</li> <li>• Break times are staggered to prevent queues.</li> <li>• Colleagues are required to supply and wash their own towels for showering.</li> </ul>		<p>Temporary welfare facility has been delivered to enable further separation on breaks 05/01/2021 - LD</p>
<p>Is food preparation limited to premade snacks brought onto the premises?</p>	<p>✓</p>				
<p>If shower facilities are provided, do colleagues provide and launder daily after use, their own towels?</p>	<p>✓</p>				



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<b>Customer Collections Contact</b>	Is the Trade Counter locked closed and clear instructions provided for customers?	✓		<ul style="list-style-type: none"> <li>The Trade Counter is closed.</li> </ul>		
	Have site access and customer collection rules been notified to regular customers before they attend the premises?	✓		<ul style="list-style-type: none"> <li>Regular customers have been informed and further reminded by email of the restrictions on collections.</li> </ul>		
	Are there sufficient legible notices displayed on site to enable customers to clearly understand the site rules?	✓		<ul style="list-style-type: none"> <li>Posters displaying the procedure and phone number are displayed at the entrance.</li> <li>Site Checks carried out to ensure relevance and suitability is still valid</li> </ul>		
	Are colleagues dealing with customers limited to a minimum practicable and are served and loaded maintaining a two-metre distance with any colleagues? e.g. telephone the request to be served, cashless or account payment, receipt signed by server	✓		<ul style="list-style-type: none"> <li>There are very few collections from either business.</li> <li>Colleagues have been instructed in procedure to prevent breaching 2M rule.</li> </ul>		
	Are collection customers encouraged to take deliveries rather than collect?	✓				
	Do the arrangements for serving customers eliminate where practicable potential social contact, are they clearly communicated and robustly applied? For example: <ul style="list-style-type: none"> <li>Customer to telephone into the Trade Counter</li> <li>Collection note to be remotely printed for picker</li> <li>Customer to wait in their vehicle</li> <li>Goods to be placed at a point near the vehicle for self-loading</li> <li>Cashless payments or preferably on account</li> <li>Collection note signed by server</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓		<ul style="list-style-type: none"> <li>All points set out have been facilitated at both sites and have been communicated to colleagues for implementation.</li> <li>Where forklifts are used 2 m distancing is adhered to.</li> </ul>		
<b>Site Personnel Access</b>	Is there a pedestrian circulation plan to maintain social distancing which includes the following considerations? <ul style="list-style-type: none"> <li>Prevention of non-essential visitors and prohibit cold calling.</li> <li>Staggered start and brake times to reduce congestion.</li> <li>Number or use of access points – ‘in only’, ‘out only’.</li> <li>Controls at pinch points to prevent inadvertent collection of people - floor markings, signage, one-way pedestrian-route.</li> <li>Additional cleaning stations for hand wash &amp; sanitisation.</li> <li>Two-metre floor markings for people waiting to enter site.</li> <li>Equipment hygiene stations.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓		<p>The site circulation arrangements for pedestrians are clearly marked by signage, floor markings and notices.</p> <ul style="list-style-type: none"> <li>The site is closed and access may be granted by telephone call.</li> <li>Visitors are severely restricted.</li> <li>Cleaning stations are provided at the entrance and wipes for the machine stations.</li> </ul>		



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Hazard / Activity	Control Measures in Place	Yes Low Risk	No High Risk	Agreed Actions to achieve or maintain a low risk	Time scale	Action taken (sign and date)
<b>SIG Deliveries – General</b>  <b>Driver exposure to site, fuel station and breakdown personnel</b>	Are drivers aware of the need for social distancing when away from the premises as well as on them and that they must challenge site personnel who try to breach the 2M distance?	✓		<ul style="list-style-type: none"> <li>Drivers have been informed of the rules for hygiene, social distancing and vehicle cleanliness by discussion and through issue of the URP Cullompton site rules.</li> </ul>		
	Are drivers aware of the need to make use of customer welfare facilities where available to maintain good hygiene standards?	✓		<ul style="list-style-type: none"> <li>Drivers have been issued with hand gel, masks and anti-bacterial wipes</li> <li>They have been instructed to make use of hand washing facilities at delivery addresses.</li> </ul>		
	Where practicable are drivers allocated the same vehicle daily. If not, are they required to clean objects and surfaces prior to first use?	✓		<ul style="list-style-type: none"> <li>We have two vehicles and where practicable drivers are allocated the same vehicle each day.</li> </ul>		
	Are drivers aware of the process to avoid personal contact or closeness when goods are 'signed for'?	✓		<ul style="list-style-type: none"> <li>Drivers do not require signatures they make notes on the paperwork and take photographs.</li> </ul>		
	Have drivers been instructed that if they are unable to offload safely or within SIG or government guidance, they are required to contact their 'manager' for advice?	✓		<ul style="list-style-type: none"> <li>Drivers are required to wear the mask provided for any face to face contact. They are instructed to leave the site if they cannot maintain social distancing or feel unsafe.</li> </ul>		
	Have drivers been instructed to follow any social distancing rules at fuel stations and to wash or sanitise their hands after touching card machines and cards handled by the cashier?	✓		<ul style="list-style-type: none"> <li>Drivers are provided with disposable gloves and required to follow the fuel station rules.</li> </ul>		
	Social distancing is difficult when a person is being recovered by a breakdown vehicle. Is a face mask provided in the glove box of each vehicle for driver recoveries with an advice note to sit as far apart from the driver as practicable, avoid facing the driver and maintain good hygiene standards?	✓		<ul style="list-style-type: none"> <li>Face masks are provided in the cab / glovebox. In the event of a breakdown the driver is instructed to ring the office for advice.</li> </ul>		

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<b>SIG Deliveries - Domestic Premises</b>	<p>Is there a procedure in place to enable the driver to maintain social distancing when making deliveries at a home address?</p> <p>An example of a procedure:</p> <ul style="list-style-type: none"> <li>Call ahead to the customer to check suitability of access and if someone is at home to take delivery of the goods.</li> <li>Upon arrival, park safely &amp; ring the customer and over the phone agree where goods can be left.</li> <li>Offload the goods to the agreed suitable safe location.</li> <li>Ring customer to confirm and check they are happy where the goods have been placed.</li> <li>Write the recipient's full name plus the phrase Covid-19, date and time clearly on the paperwork.</li> <li>Leave the customer's copy of the paperwork stuck to the goods.</li> <li>If at any point another person comes within 2-metres - STOP. Only restart when separation has been maintained.</li> </ul>	✓		<ul style="list-style-type: none"> <li>The drivers have been instructed in the control measures through discussion and issue of the SHE 111 guidance.</li> </ul>		
<b>Inbound Deliveries Operational colleagues and supplier drivers</b>	<p>Are colleagues aware that they must maintain two-metre distance from the supplier driver?</p> <p>Example of controls:</p> <ul style="list-style-type: none"> <li>Driver should be left alone to prepare his vehicle and sit in the cab during offloading.</li> <li>Should the driver infringe the two-meters rule colleagues stop until the two-meter distance is robustly in place</li> <li>Paperwork is signed with the colleague's own pen with minimum handling.</li> <li>After the vehicle has been dealt with the relevant operational personnel will thoroughly wash their hands with soap and warm water for twenty seconds.</li> <li>The driver will be prohibited from entering the buildings except for access to the toilet facilities and the surfaces handled will be washed down / disinfected after.</li> </ul>	✓		<ul style="list-style-type: none"> <li>Supplier drivers are restricted to preparing their vehicle and are required to sit in their vehicle before unloading commences.</li> <li>There is no requirement for paperwork to be signed.</li> <li>The example control measures are maintained.</li> </ul>		

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<b>Shared use of Forklift Trucks and Machine Workstations</b>	Are FLT's and machinery workstations being restricted to the use of a single operative where practicable? Or are shared facilities being washed with normal cleaning products between users?	✓		<ul style="list-style-type: none"> <li>machines are restricted to the use of a single operative where practicable.</li> <li>Face masks are used where operations require people to work within 2m.</li> <li>Anti-viral wipes are provided at each machine for pre and post use cleaning.</li> </ul>		
	Are service and inspection engineers informed of the social distancing and personal hygiene requirements as part of the Permit To Work process?	✓		<ul style="list-style-type: none"> <li>Servicing, inspections and maintenance of machinery is maintained to ensure safety. Contractors are subject to the PTW procedure. Engineers are inducted into the site Covid-19 procedures. They are required to provide a copy of their RAMS to include their company's Covid-19 controls.</li> </ul>		
<b>Site risk Assessments</b>  <b>Maintenance of Control measures</b>	Are the normal control measures identified by the locations risk assessments, SIG policy or best practice, able to be maintained after any modifications in the site arrangements or organisation due to this risk assessment?  If an activity cannot be undertaken safely due to a lack of suitably qualified personnel or adequately maintained and inspected equipment being available or social distancing and good hygiene practices being implemented, it must not take place.	✓		<ul style="list-style-type: none"> <li>Safety related training programmes are being maintained.</li> <li>Processes are restricted to trained and authorised persons.</li> </ul>		

**Comments / Review**

We will be using this RA, site specific guidelines and SHE 111 guidelines as the basis of a re-induction to work for colleagues returning to site.

# What to do if an employee or visitor to the premises displays symptoms of Covid-19

## 1. If a person presents with symptoms of Coronavirus (Covid-19):

- A new and persistent cough
- A fever

- a. Keep more than 2M away from the individual who is unwell.
- b. Instruct them to leave the premises by the nearest route and go home to self-isolate along with anyone in their household.
- c. If they appear seriously ill or injured or their life is at risk, dial emergency services for them and provide information about their symptoms.  
Whilst waiting for the ambulance to arrive, keep them isolated (at least 2 metres away from other people). Consign them to their vehicle if practicable.

Instruct them to:

- i. Not touch people, surfaces or objects,
  - ii. Cover their mouth and nose with a disposable tissue when they cough or sneeze, and to put the tissue in a bag or pocket then throw the tissue in the bin.
  - iii. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- d. If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet if available.
  - e. Anyone who may have been in contact with the person or in the areas where they attended should wash their hands thoroughly with warm water and soap for at least 20 to 30 seconds.

## 2. Cleansing the area:

- a. Use an anti-viral product and disposable paper towels to wipe down areas where the person has been;
  - i. Access Route: doors, door handles, access buttons, fobs, handrails and stair & bannister rails
  - ii. Vehicles (inc. FLT): doors, hand holds, steering wheel, controls, seat
  - iii. Equipment: hand held terminals, mobile or desk phone, IT equipment especially touch screens, keyboards and mouse
  - iv. General: any surfaces that may have become contaminated; desk, counter, cabinets
- b. Immediately double bag and dispose of paper towels.

# Returning to work following a period of self-isolation

Anyone wishing to return to work following self-isolation must be authorised by their manager within the rules below:

## Self-Isolating due to symptoms:

- a. If you have a new persistent cough or a new fever or if you lose your sense of taste and smell, you must self-isolate for seven days and anyone in your household must self-isolate for fourteen days.
- b. If your symptoms become worse, contact your national helpline for advice.
- c. If after seven days you are symptom free you may return to work within the rules below.
- d. If after seven days your symptoms persist but are easing do not return to work. Wait until you are symptom free.
- e. You should follow (c) and (d) above even if someone else in your household starts to display the symptoms within the isolation period.

## Returning to work

- f. Before returning to work, you must contact your manager and gain authorisation.
- g. You must work from home if you can. Only go to an SIG workplace if you have a work critical reason to do so.
- h. Don't forget, unless tested for the virus we cannot be sure anyone has had the virus and they may still be at risk.  
Even if you have become symptom free you will initially still have a residual amount of the virus in your system.
- i. If you are authorised to return to work you will be provided with an induction on the current Covid-19 rules for the branch and you must maintain the rules for social distancing and good personal hygiene:
  - i. Thoroughly wash your hands regularly throughout the day for more than twenty seconds with warm water and soap.
  - ii. Maintain at least a two-metre distance from anyone else.
  - iii. Cough or sneeze into your sleeve or a tissue and immediately dispose of the tissue and wash or sanitise your hands as above.
- j. If you develop one of the symptoms again you must stay at home and contact your local health authority.