

# WELCOME BACK

## SAFE WORKING DURING THE COVID-19 PANDEMIC

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### INTRODUCTION

**COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and so in particular we have considered the risks to our workers, visitors and customers. As an employer, we also have a legal responsibility to protect workers and others from risk to their health and safety. This means we have thought about the risks faced and done everything reasonably practicable to minimize them, recognizing we cannot completely eliminate the risk of COVID-19.**

For many people, going back to work is a positive and exciting time - a step towards regaining a sense of normality, but for others, it can be daunting. There's no right or wrong way to feel, we would like ease some of the concerns you may have about returning to the workplace and your safety.

While many of us are still unsure of how or when we will be returning to work, the government are periodically reviewing the restrictions on businesses. We advise that you continue to follow government advice at all times in order to avoid a potential outbreak in the workplace.

You will also be asked to complete an online Coronavirus Awareness module as part of your training. If you have a specific question regarding EYG Covid secure measures please contact;

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### 1. SOCIAL DISTANCING AT WORK

This will involve reducing contact with people as much as is possible in the day to day tasks. For those who are not able to work from home and return to the workplace in line with government guidance, we will follow social distancing measures that have been put in place. To make sure that on returning to the workplace you are aware of these measures they are listed below:

- Keeping a 2-metre distance from people, if not possible then 1m plus
- Avoiding gatherings of people, for example, using online meetings instead of physical ones
- Altering seating arrangements for employees to ensure the working distances are adhered to
- On top of the above, you should also try to transfer paperwork electronically to reduce the need for multiple people coming into contact with it
- Staggering the hours/patterns/breaks where required to ensure there are no mass gatherings of employees
- Restricting the number of employees & customers into the workplace, or implementing a one-way system in the workplace to reduce crossovers
- Government advice states - people should wear a face-covering in enclosed spaces where social distancing is not always possible and they come into contact with others that they do not normally meet. (2m if possible 1m plus if not)



### 2. LIMITING VISITORS AND ACCESS TO THE BUILDING

Until we are told otherwise from the Government, we will be limiting the number of visitors/contractors to the workplace, only allowing visitors that are critical to the business into the workplace. These critical visitors/contractors may include;

- Delivery or collection services
- Contractors that may be carrying out statutory repairs and services e.g. fire systems
- Contractors that may be carrying out emergency works members of the public purchasing goods

Where allowing visitors/contractors into the workplace is unavoidable we will introduce as required;

- Drop off and collection points
- Different types of entry and exit points for employees (to prevent cross-contamination)
- Restricting the number of people on the premises at one time
- Creating one-way systems to restrict the amount of cross over people have
- If deemed necessary, with consent a temperature check using the infrared thermometer.

### 3. GOOD LEVELS OF HYGIENE

In order to help minimize the spread of COVID-19, we need to ensure everybody has a full understanding of infection prevention and control methods. This might include regular deep cleans of the premises, regular cleaning and making sure that all employees are up to date on good hygiene measures. Good hygiene measures may include:

- Installing hand sanitizer and dispensers (as required and as available) in the business
- Putting disinfectant sprays and wipes near entrances and exits, kitchens, offices, anywhere where you may interact with customers and colleagues
- Provide staff with the tools to keep workspaces clean to encourage similar practices in the rest of the workplace
- Provide staff with personal tools and equipment so nothing is shared
- Conduct meetings online if possible, to reduce the need for personal interaction
- Providing PPE as required

#### 4. STAFF (PERSONAL) HYGIENE

As an employee, you are also responsible for taking care of your health and safety at work, as well as taking due care for other people's health and safety. You can reduce the risk of spreading infection by maintaining a high standard of personal health and hygiene. In relation to COVID-19, personal hygiene can be broken down into 2 main factors - hand hygiene and respiratory hygiene.

#### 5. HAND HYGIENE

Ensure that you are regularly washing the hands and if this is not possible then using hand sanitizer (must be 60% alcohol).

The key steps in handwashing are:

- Use clean, hot, running water and soap – preferably antibacterial soap
- Wet the hands thoroughly.
- Rub soap into the palms to form a lather.
- Clean the hands for 20 to 30 seconds. Go between the right and left hand for each of these areas – the backs, between the fingers, the thumbs and the wrists. Remember to check and clean the fingernails too.
- Then rinse the soap off with clean, hot, running water.
- Turn the tap off with a disposable hand towel to avoid re-contaminating the hands.
- Dry the hands thoroughly using a second disposable hand towel or a hand dryer.
- Make sure you DRY the hands properly – it's easier for harmful bacteria to spread if the hands are wet or damp.



#### 6. RESPIRATORY HYGIENE

Cover the mouth with a tissue when you sneeze or blow the nose, dispose of the tissue immediately, then wash the hands, using the above handwashing instructions. If you are unable to wash the hands immediately, use a hand sanitizer which contains 60% alcohol.

#### 7. FACE COVERINGS

People should wear a face-covering in enclosed spaces where social distancing is not always possible or they may come into contact with others that they do not normally meet. (2m if possible 1m plus if not)

#### 8. HOW WORKPLACES MAY CHANGE WHEN LOCKDOWN IS EASED...

While we are still living in a time of uncertainty and the rules and regulations are changing regularly, we have provided some general guidance so we can work together to continue to reduce the spread of the infection.

#### 9. GENERAL GUIDANCE FOR ALL WORKPLACES

- Alter seating plans to fulfill social distancing requirements
- Try to reduce or eliminate the possibility of facing one another when working, for example working back to back or alongside each other
- Staggered shifts and break times
- If washing is problematic then providing hand sanitizer (must be 60% alcohol) around the building - specifically near surfaces that are regularly touched by multiple people
- Regulating the use of corridors, entrances/exits and staircases
- Providing more parking to reduce the need for public transport if possible
- Providing protective screens for public-facing employees if required
- Restricting the amount of movement between the areas e.g. assigning work to a specific floor

## 10. SPECIFIC GUIDANCE BY SECTOR

In the case of working on a site not owned or controlled by EYG then EYG staff will adhere to all guidance, rules, control measures implemented by the owner or Manager following a review of the risk assessments made of the site and its documentation in line with the requirements of the COVID-19 secure guidance for employers, employees and the self-employed - 10 September 2020. Where this is deemed insufficient additional measures may be requested by EYG HSEQ.

## 11. SHOPS AND BRANCHES (steps usually needed)

- Limiting the number of customers in the store or show room, overall and in any particular congestion areas, for example doorways between outside and inside spaces.
- Suspending or reducing customer services that cannot be undertaken without contravening social distancing guidelines. This may include re-thinking how assistance is provided, for example, using fixed pairs of colleagues to lift heavy objects rather than a single colleague lifting with a customer.
- Encouraging customers to visit alone where possible, unless they need specific assistance.
- Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
- Looking at how people move through the shop or showroom and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible.
- Using outside premises for queuing where available and safe, for example some car parks.
- Ensuring any changes to entrances, exits and queue management take into account reasonable adjustments for those who need them, including disabled visitors.
- Managing outside queues to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.
- Encouraging customers to use hand sanitizer or handwashing facilities as they enter the premises to reduce the risk of transmission by touching products while browsing.
- Calculating the maximum number of customers that can reasonably follow social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) within the store or show room and any outdoor selling areas. Take into account total floorspace as well as likely pinch points and busy areas.
- If required working with the local authority or owners to take into account the impact of our processes, including queues, on public spaces such as high streets and public car parks.
- Encouraging customers to avoid handling/touching products whilst browsing, if at all possible.
- Ensuring/promoting the use of face coverings, issuing masks and disposing of masks as required and the control of minimum safe distances during all staff interactions with the public.

## 12. OFFICES

- On the 4th July 2020 the Government opened many of the remaining businesses and premises that had been required to close
- Continue to work from home where possible if not returning to work under Covid secure arrangements
- Planning to have a minimal number of people on-site at any given time
- Taking breaks outside to avoid coming into contact with other people Limit the use of shared office equipment
- Continue to use virtual tools to host meetings
- Providing hand sanitizer (must be 60% alcohol) in meeting rooms
- If we must hold meetings, do so in well-ventilated rooms and keep meeting attendees spread out (with a 2-metre gap wherever possible 1m plus if not)
- Availability of infrared thermometer for departmental testing if required

### 13. WORKERS ENTERING OTHER PEOPLE'S HOMES

- Do not carry out work in a house where someone is isolating or has been asked to shield away from other people
- Contacting the occupants to discuss how best to minimize contact before visiting
- Avoiding contact with any vulnerable people in the house
- Assigning employees to work in houses who live close, to reduce transportation Keep the same fitters assigned to a household for each visit
- Using PPE where possible and as instructed
- Washing hands upon entering the house and keeping 2 meters apart. Take breaks outside and bringing your own food and drink
- Identify busy parts of the house e.g. stairs, toilets, corridors and avoid where possible
- Asking people to leave doors open to reduce the need for opening and touching doors
- Avoiding direct contact where possible and limiting the number of workers at any one time on the premises
- Availability of infrared thermometer for testing fitters prior to starting shifts if required

### 14. FACTORIES AND WAREHOUSES

- Regularly clean objects, services, vehicles, equipment, tools, work areas and delivery boxes. This should be done after each use or at the end of each shift where possible
- Limiting the number of people in company vehicles
- Removing waste from the building at the end of a shift
- Servicing and adjusting ventilation systems
- Providing hand sanitizer (must be 60% alcohol) at vehicles & delivery points if washing facilities are not available
- Recording any visitors
- Working outdoors when you can
- Availability of infrared thermometer for testing Operatives prior to starting shifts if required
- Only workers who are essential to carry out the work should attend
- Provide information and signage to visitors so they can maintain social distancing
- **In emergencies (fires, accidents, break-ins) social distancing does not need to take place**

### 15. WORKING IN A VEHICLE

- Regularly cleaning vehicles
- Providing hand sanitizer (must be 60% alcohol) or wipes within vehicles Reduce the number of people at depots or distribution centers
- Schedule collection times if possible
- Ensuring good ventilation in the vehicle
- Ensure it is the same people in a vehicle together if they need to be together frequently
- Limit exposure to large groups and rush hours and always operate teams as a bubble
- Use one person to load/unload vehicles Drivers should remain in the vehicle if possible
- Arrange non-contact deliveries where possible
- Prepare for goods to be dropped off to a previously agreed area to avoid transmission, e.g. click and collect type arrangements
- Wearing washable face masks to reduce the risk to colleagues



16. COVID SECURE CERTIFICATE

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## ● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer East Yorkshire Glass and Aluminum Ltd Date 18 05 2020

Who to contact: Paul Marsden HSEQ  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## COVID 19 SAFE WORKING SIGN OFF

I have read and understand this Covid 19 return to work document.

If for any reason I am unable to follow the method as described. I will stop work immediately and report to my line manager/supervisor and Site Management

I acknowledge that whilst working I am responsible for my own safety and the effects of my actions on those around me.

I further agree to comply with all Covid – 19 site safety policies and agree to inform my immediate supervisor and the Site Management of any unsafe practice I witness on site. I will make use of all reporting and intervention recording in place

THIS RECORD OF UNDERSTANDING MUST BE SIGNED. NO EYG EMPLOYEE OR SUBCONTRACTOR CAN WORK WITHOUT SIGNING TO SAY THEY HAVE READ AND UNDERSTOOD THE COVID SECURE MEASURES AND ANY OTHER ASSOCIATED SAFETY MEASURES.

NAME	SIGNATURE	DATE	DOCUMENT REV.
			Issue 1.1 rev 2
PREFERRED EMAIL ADDRESS FOR COVID - 19 TRAINING LINK			

A SIGNED COPY TO BE RETURNED TO EYG



# DO YOUR PART

Help Prevent the Spread of COVID-19

 <p><b>Wear a face mask</b> in public to protect yourself and others</p>	 <p><b>Maintain physical distancing</b> with others</p>
 <p><b>Wash your hands</b> frequently</p>	 <p><b>Avoid touching</b> your face</p>
 <p><b>Disinfect</b> common surfaces</p>	 <p><b>Stay home</b> if you are sick</p>