

Coronavirus (COVID-19) Company Policy & Guidance

Policy Brief & Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all employees. We strongly recommend reading through this action plan, to ensure we collectively and uniformly respond to this challenge.

Policy Elements

Here, we outline the required actions all employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Social Distancing

Why is two metres so important?

The most likely way of catching COVID-19 is when someone infected coughs or sneezes and their droplets are passed to other people through their mouth, nose or eyes. By maintaining a distance of two metres you minimise the risk of this happening. However, it is also important you wash your hands thoroughly and regularly as droplets are also likely to be found on surfaces you touch.

All employees are reminded and will adhere to Social Distancing of 2 meters from other people. This is a public Health legislation and guidance to control public health risks and we will take a range of actions to improve control of workplace risks.

Social Distancing also covers the below and employees are requested to also follow these rules not only in work but also after finishing;

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport when possible
3. Work from home, where possible.
4. Avoid large and small gatherings in public spaces
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
6. Use telephone or online services for purposes of contact

Everyone should be trying to follow these measures as much as is practicable.

We strongly advise you to follow the above measures as much as you can and to significantly limit your face-to-face interaction with friends and family if possible, particularly if you:

- Are over 70
- Have an underlying health condition
- Are pregnant

Some parts of your job may mean you come into close contact with colleagues, if this is necessary then other measures will be put into place to ensure we minimise any risks.

It is encouraged, where possible, to avoid face to face contact with colleagues and instead employees should adopt communications via email or phone.

We will ensure where possible that workstations enable you to keep the 2 meter rule in place and each workstation will have a 'No go' zone around it where only you may enter. We will, where possible, ensure that no workstation puts an employee working face to face with another employee.

Clear one-way walkways will be provided, where possible, ensuring that the risk of not being able to maintain the 2 meter rule is minimised.

Break/lunch times may be staggered if social distancing can not be maintained. A restriction of 2 people only within the kitchen will be enforced.

Smoking Area – Employees are to still adhere to the 2 meter rule while at the smoking area. Please be mindful not to stand in the area of where vehicles drive. Drivers who enter the premises are to be mindful of people in that area and are to drive at a speed of no more than 5mph and where possible are to reverse park into a space.

Personal Protective Equipment (PPE)

Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. With that said there are exceptions to this and that being disposable gloves must be worn when exposure to blood and or other body fluids is anticipated or likely.

There is no accurate data yet on how long the virus can live on surfaces, but laboratory tests suggest that the following times may be possible; keep in mind: Although Coronavirus can be detected on these surfaces for a particular length of time, the viability of the virus, due to environmental and other conditions, is not known.

Plastic: 3 – 7 Days

Stainless Steel: 3 – 7 Days

Copper: Up to 4 Hours

Paper: Up to 4 Days

Glass: Up to 4 Days

Cardboard: 24 Hours

Wood: Up to 2 Days

Engineers will be issued disposable gloves for use on ALL sites and must be worn. Disposable gloves will be available to office staff if they feel it necessary. All who use gloves must understand the importance of cross contamination and as such will be given guidance on this to further protect themselves and minimise risks.

Disposable gloves are subject to single use and must be disposed of immediately and placed within a bin, followed by hand hygiene practises.

Filtering Face Piece Class 3 (FFP3) respirators provide protect against droplets from coughs and sneezes from being inhaled or entering the mouth area. While this wont be a mandatory piece of PPE, it will be available to members of staff that at times can not fully maintain the social distancing 2 meter rule. They will also be issued to ALL engineers due to not having the ability to fully control the ever-changing environments they may come into contact with.

All respirators should:

- Be well fitted, covering both nose and mouth
- Not be allowed to dangle around the neck of the wearer after or between each use
- Not be touched once put on

FFP3 respirators filter at least 99% of airborne particles. The HSE states that all staff who are required to wear an FFP3 respirator must be fit tested for the relevant model to ensure an adequate seal or fit (according to the manufacturers' guidance). Fit checking (according to the manufacturers' guidance) is necessary when a respirator is donned to ensure an adequate seal has been achieved.

It is also important to ensure that facial hair does not cross the respirator sealing surface and if the respirator has an exhalation valve, hair within the sealed mask area should not impinge upon or contact the valve.

Respirators should be compatible with other facial protection used (protective eyewear) so that this does not interfere with the seal of the respiratory protection.

Eye Protection will be available to all if they so require it. ALL engineers will be issued eye protection for use when it is considered necessary to further reduce the likelihood of contracting Coronavirus.

Symptoms & Sick Leave Arrangements

- If you are showing the below symptoms then you are to self-isolate for 7 days as soon as the symptoms start, you are to inform your department manager. You are to book a Coronavirus test and forward results to your Manager/HR.
 1. High Temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 2. New, Continuous Cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 3. Loss or Change to your Sense of Smell or Taste - this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

- If you have a positive COVID-19 diagnosis, you can return to work only after you've fully recovered, with a doctor's note confirming your recovery.
- Anyone who does not have symptoms should self-isolate for 14 days from when the first person in your home started having symptoms.

Staff are reminded of the importance and encouraged to report any problems with health to their respective managers. Random temp checks will be carried out at the start of each day as part of a surveillance program.

Mental Health/Wellbeing Awareness & Help

Management will promote and provide awareness of Mental Health and Wellbeing as it is fully understood that these unprecedented times bring its own stresses and worries. Management will offer whatever support and guidance they can to help.

All managers operate an open door policy and confidentiality and privacy will be of the utmost importance.

Work From Home

- Following guidelines set out by the Government, if you can fulfil all your work commitments and expectations then you are to work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you are a parent and you have to stay at home with your children, request work from home, if you can fulfil all your work commitments, from your manager.

General Hygiene Rules

Sportsafe UK are bound by the Health and Safety at work etc Act 1974, and as a responsible employer will ensure we protect our employees and others as far as is reasonable and practical. This duty includes ensuring that your workplace is hygienic and safe.

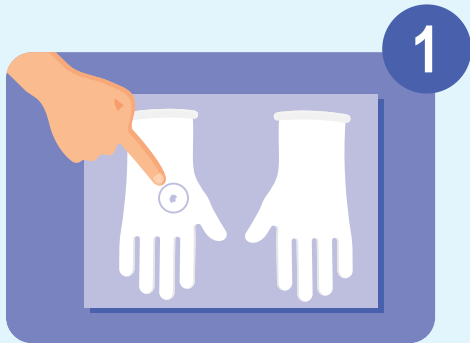
You as employees are also responsible to ensure that you co-operate with your employer and the lawful requests made.

A cleaning contractor is in use and all communal areas such as Kitchen, toilets, floors, fridges, all internal edges, light switches & door handles will be cleaned daily.

The following will be enforced, and all employees are requested to do the following;

- Hands are to be washed regularly for no less than 20 seconds using water and soap and hands are to be dried, where possible, using disposable paper towels.
- Cough/Sneeze into your sleeve, preferably into your elbow. If you can use a tissue, which will be provided around the building, discard it properly and clean/sanitise your hands immediately by way of washing or using alcohol sanitising gel. Adhering to the advice of Catch it, Bin it, Kill it.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands.
- Each employee's workstation is to be wiped down thoroughly at the start and end of each working day. This includes keyboard, phone, mouse, and any other equipment that you may touched.
- Alcohol sanitising gel is to be used throughout the day, more so after touching something that someone else has had contact with. Note – Alcohol gel may dry your hands out so please ensure you moisturise your hands once home using a lotion or moisturising soaps etc. Soaps at work will help with this also.

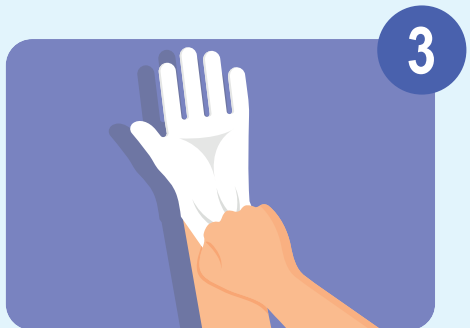
HOW TO DON GLOVES



Inspect them to be sure no pinholes are present.



If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.



Insert five fingers into the cuff and pull the cuff over the wrist.



Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

HOW TO

SAFELY REMOVE YOUR DISPOSABLE GLOVES





Hand-washing technique with soap and water



Wet hands with water



Apply enough soap to cover all hand surfaces



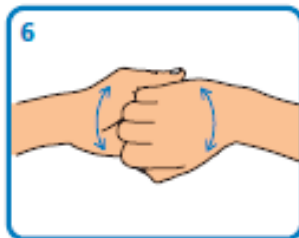
Rub hands palm to palm



Rub back of each hand with palm of other hand with fingers interlaced



Rub palm to palm with fingers interlaced



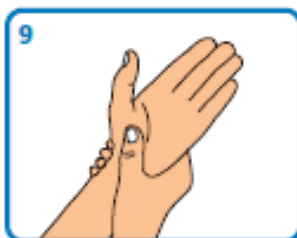
Rub with back of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using a rotational movement



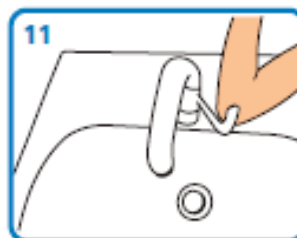
Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Hand washing should take 15–30 seconds

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.





**Stay home
whenever possible**



**Work from home
if you can**



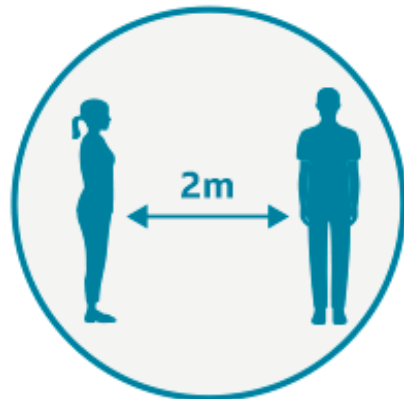
**Avoid public transport
if possible**



**Take unlimited exercise
outside***



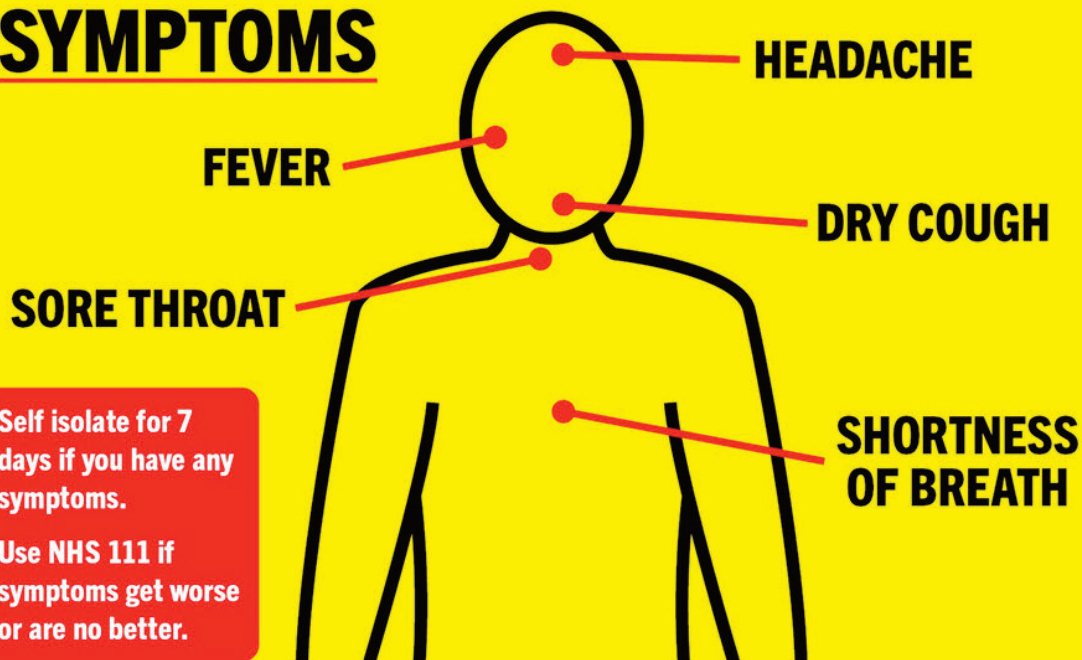
**Enjoy parks and public spaces
without exercising***



**But always keep your
distance in public**

CORONAVIRUS

SYMPTOMS



Self isolate for 7 days if you have any symptoms.

Use NHS 111 if symptoms get worse or are no better.

HELP PREVENT IT



**WASH
HANDS
REGULARLY**



**MAINTAIN
SOCIAL
DISTANCING**

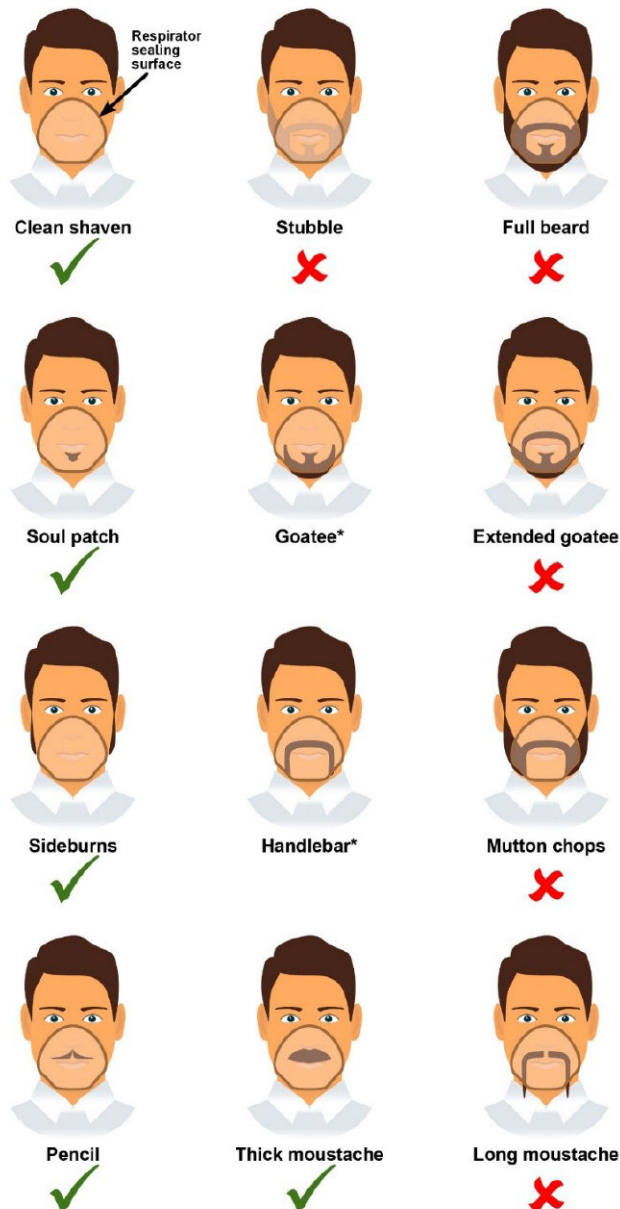


**AVOID
TOUCHING
EYES, NOSE
& MOUTH**



**PRACTICE
RESPIRATORY
HYGIENE**

Facial hair and FFP3 respirators



*Ensure that hair does not cross the respirator sealing surface

For any style, hair should not cross or interfere with the respirator sealing surface. If the respirator has an exhalation valve, hair within the sealed mask area should not impinge upon or contact the valve.

*Adapted from The US Centers for Disease Control and Prevention, The National Personal Protective Technology Laboratory (NPPTL), NIOSH. Facial Hairstyles and Filtering Facepiece Respirators. 2017.
Available online at <https://www.cdc.gov/niosh/npptl/RespiratorInfographics.html>. Accessed 26/02/2020.

MINDING YOUR MENTAL HEALTH

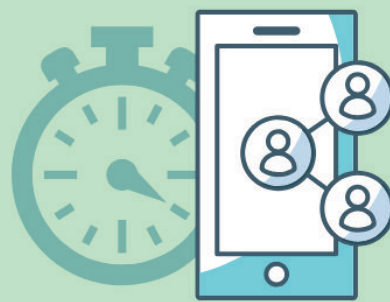
ADVICE TO EASE ANXIETY DURING COVID-19

FOLLOW RELIABLE INFORMATION



Stick to one source of reliable information

LIMIT YOUR TIME ON SOCIAL MEDIA



Try to avoid using social media as a source of news

TALK TO SOMEONE



Catch up with friends and loved ones regularly online

FIND THE BALANCE



Make an effort to spend time enjoying your hobbies