

# COVID-19 Policy: October 2020



As stated within previous guidance and policy, Enviraz Scotland Ltd are closely monitoring the situation regarding the COVID19 Coronavirus. The following document details the company's response to the recent government information while subsequently ensuring further spread of the virus is controlled.

The following policy has been prepared in accordance with The Scottish Government's updated measures issued on Friday 16<sup>th</sup> October 2020 and will be updated regularly.

## General information relating to the Coronavirus (COVID-19)

### What is the coronavirus?

A coronavirus is a virus that can be transmitted from person to person. Typical symptoms include fever, headaches, loss of taste / smell, a persistent cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, a coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

COVID-19 is a new strain of coronavirus, first identified in Wuhan city, China but has since spread worldwide. This is a rapidly changing situation which is being monitored carefully.

### How is coronavirus spread?

Because it's a new illness it is unknown exactly how coronavirus spreads from person to person, but similar viruses are spread by droplets in coughs and sneezes.

### How to avoid catching infections like coronavirus

You can reduce your risk of getting and spreading respiratory infections by:

- avoiding direct hand contact with your eyes, nose and mouth
- maintaining good hand hygiene - washing hands with soap and water or alcohol hand sanitiser:
  - after coughing or sneezing
  - after going to the toilet
  - before eating and drinking
- avoiding direct contact with people that have a respiratory illness and avoiding using their personal items such as their mobile phone
- covering your nose and mouth when coughing or sneezing with disposable tissues and disposing of them in the nearest waste bin after use



## Guidance to All Employees

Please be aware of the following general rules that should be followed by all employees.

- Work from home if at all possible.
- Maintain 2m distancing (social distancing) from those not of your household.
- Avoid sharing vehicles with people outside of your household where possible.
- Avoid public transport and only use when absolutely necessary.
- Undertake regular personal hygiene procedures, using hot water and soap to wash hands.
- Use Hand sanitiser where available
- Use of personal hand sanitiser should NOT replace good personal hygiene and employees should continue to wash their hands where possible.
- Consumption of any food and drink should only be undertaken in designated areas and once thorough hygiene measures have been undertaken.
- Employees should ensure good personal hygiene after using toilet facilities.
- Regularly wipe down workstations, vehicles interiors and general surfaces using appropriate wipes, sprays and gels, provided by the company.
- Employees will utilise face coverings within indoor public areas such as retail and food outlets, or where there may be difficulty maintaining 2m social distancing.
- Employees will utilise face coverings in communal areas of the company premises when away from personal workstation.
- All employees should follow specific site instructions, as directed by our client.

### Meetings and Events

Please be aware of the following controls in place relating to meetings:

- Non-essential travel ban
- Only travel between regional offices where necessary.
- Cancellation of non-business critical large meetings, gatherings and events
- Meetings can be held by Skype, Zoom, MS Teams or by phone as relevant.
- Where attendance is required on site, all precautionary hygiene measures and social distancing should be taken to control the spread of the virus.

### Use of Welfare / Canteen Facilities

The following rules are to be implemented both onsite and within Enviraz Scotland Ltd office areas.

- Face coverings to be worn within these areas and only removed to consume food and drink.
- Toilet facilities are to be used based on the identified maximum occupation to maintain 2 metre social distancing. Access is to be carefully controlled to prevent congestion.
- Although readily available for employees, Enviraz discourage the use of canteen facilities for all but essential use,
- Canteen facilities are to be used based on the identified maximum occupation to maintain 2 metre social distancing. This will be displayed on facilities.
- Hand sanitising stations will be placed at entrance to canteen facilities
- Employees are to make use of hand sanitiser when entering and leaving canteen facilities.
- When eating, employees are to maintain a distance of 2m from others and avoid all contact with others.
- Employees are to be encouraged to bring a readymade meal to work with them.
- Employees should refrain from leaving the premises to visit shops and food outlets during the working day wherever possible.
- Where it will be difficult maintaining social distancing, such as indoor food / retail outlets, face coverings must be worn.
- Employees are to only use the canteen during their designated break time.

# Site Operatives / Surveyors

## Travel to and from work

- Avoid public transport and only use when absolutely necessary.
- Due to the nature of the business, company vehicles are used to transport, site personnel and equipment to site.
- Where an individual is a non-driver, they may have the option of travelling in a company vehicle to site.
- In the instances of multiple occupancy of company vehicles, the following guidelines will be followed:
  - Employees will always travel with the same individuals.
  - The minimum number of people are to be in a vehicle at any one time wherever possible.
  - Face coverings will be used within the company vehicles during multiple occupancy.
  - Employees will wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before and after travelling in a shared vehicle.
  - Employees are to sit as far apart as possible in the vehicle.
  - Employees are to sit side by side and will face away from each other as much as is reasonably practicable.
  - Windows are to be kept open if weather condition permit to allow good ventilation of the vehicle cabin.

Any shared vehicle is to be cleaned out before and after each use. Any surface such as handles, seatbelt buckles and dashboard which will have been touched are to be given particular attention. Enviraz will ensure that suitable cleaning materials are kept in the vehicle at all times.

## Face Coverings

In line with government guidance, Enviraz acknowledge the requirement for face coverings to be worn within public indoor areas such as retail outlets, within communal office environments or where maintaining 2m social distancing will generally be difficult. We expect all employees to follow this guidance.

We expect the following practices to be adhered to in relation to face coverings:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp
- Continue to wash your hands regularly.
- Change / wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Enviraz do not consider the use of face coverings as a replacement for the other ways of managing risk, including social distancing, minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and as a result Enviraz will not be relying on face coverings as a COVID risk management tool.

## Working on Site

- Ensure the above travel protocols are adhered to at all times.
- Maintain 2m distance from each other and members of the public at all times.
- Wear a face covering within communal indoor offices, retail and populated public areas.
- Undertake regular personal hygiene procedures, using hot water and soap to wash hands.
- Hand sanitiser readily available and should be used regularly.
- Use of personal hand sanitiser should NOT replace good personal hygiene and operatives should continue to wash their hands where possible.
- Employees should avoid physical contact, including shaking of hands.
- Consumption of food and drink should only be undertaken in designated areas and once thorough hygiene measures have been undertaken.
- Operatives should ensure good personal hygiene after using toilet facilities.

## Working within 2m social distancing guidelines

Enviraz Scotland Ltd actively encourage the implementation of social distancing while working onsite. This not only applies to our employees but also applies to our employees maintaining their social distance from other contractors and members of the public.

We appreciate that while social distancing is maintained, there may be occasions where our operatives may have no choice to breach social distancing rules, these occasions may include the following circumstances:

- Construction of asbestos enclosures
- Working within asbestos enclosures
- Manual handling operations
- Work at height operations such as footing of a ladder, construction and working from aluminium working platform and the use of MEWPS
- Work within confined spaces
- Use of specialist equipment such as Quill Blast

Where social distancing cannot be maintained, the following PPE should be utilised to ensure individual safety:

- Use of RPE fitted with P3 filter (ori-nasal or full face power assisted as designated within plan of work)
- Use of additional face coverings such as visors or eye protection where a full face respirator is not worn.
- Use of type 5/6 disposable coveralls
- Use of disposable gloves

Where it is not possible to maintain 2m social distancing, employees should increase hand washing frequency to ensure transmission is kept to a minimum.

## Customer facing employees

Please be aware of the following procedures in place for customer facing employees:

- Wear a face covering when entering a private property.
- Where employees require to travel through communal / public areas such as stairwells or lifts to get to a property (such as a high rise flat) a face covering must be worn.
- Undertake regular hand washing, using hot water and soap to wash hands.
- Hand sanitiser readily available to customer facing employees and should be used regularly.
- If you are required to work in a customers house / office, you should take your issued hand sanitiser with you and use regularly.
- Undertake point of work risk assessment of the surroundings and people you come into contact with. If any customers display symptoms or appear to have poor personal hygiene, operatives should not commence work, and contact their line manager.

- Use of personal hand sanitiser should NOT replace good personal hygiene and operatives should continue to wash their hands where possible.
- Employees should avoid physical contact with customers, including shaking of hands.
- Employees should not accept any food or drink from customers / tenants
- Consumption of food and drink should only be undertaken in designated areas and once thorough hygiene measures have been undertaken.
- Employees should ensure hands are washed thoroughly after using toilet facilities.

## Vulnerable Groups

It is the Enviraz Scotland Ltd policy that no work is to be carried out where persons are present who are isolating or where an individual is being shielded or within a vulnerable group, unless it is to remedy a direct risk to human life.

Work is to only be carried out where all employees involved feel safe and willing to do so.

Enviraz appreciates that members of staff may be feeling anxious about coming to work and also about impacts on their livelihood. The company will ensure staff are fully briefed and appropriately supported at all times. Management will keep everyone updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace.

Where works are to be carried out in occupied premises or alongside other personnel, company management are to confirm that no vulnerable/extremely vulnerable persons will be exposed before works commence.

Vulnerable groups should be particularly stringent following social distancing measures and include:

- People 70 or older (regardless of medical conditions)
- People under 70 with specific underlying health conditions (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds)

Extremely vulnerable groups should follow shielding guidance and include:

- Solid organ transplant recipients
- People with specific cancers
- People with severe respiratory conditions including all cystic fibrosis, severe asthma, and severe COPD (chronic obstructive pulmonary disease)
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infection
- People on immunosuppression therapies sufficient to significantly the risk of infection
- Women who are pregnant with significant heart disease, congenital or acquired

Employees are to avoid face-to-face contact with anyone who is 'shielding' and where face-to-face contact is essential, this must only be carried out from a safe distance. Contact via email, phone call or other digital media will be the preferred method of communication between employees and management.

If employees have any concern or suspicion regarding the health of any person that they are exposed to, they are entitled to refuse to work on the grounds of health and safety. Where this is the case, employees are to report the situation to management immediately to allow alternative arrangements to be made.

## Government advice to managing COVID-19 in the workplace

What to do if an employee becomes unwell and believe they have been exposed to COVID-19

- If someone becomes unwell in the workplace, the unwell person should be removed to an area which is **at least 2 metres away from other people**. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.
- The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms.
- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people.
- They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Update your employer on any guidance you have received.

What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace

For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID19 are awaited. In particular, there is no need to close the workplace or send other staff home. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take.

What to do if a member of staff or the public with confirmed COVID-19 has recently been in your workplace

- Closure of the workplace is not recommended.
- The management team of the workplace will be contacted by the local NHS contact centre to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.
- A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.
- The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.
- Advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team.

### When individuals in the workplace have had contact with a confirmed case of COVID-19

If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice. These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others.

Those who have had close contact with an infected party:

- will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the stay at home guidance available at <https://www.gov.scot/coronavirus-covid-19/>
- they will be actively followed up by the Health Protection Team
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call NHS 111 for reassessment
- if they become unwell with cough, fever or shortness of breath, and loss of taste and smell, they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

## General Advice

- **Test and Protect:** Employees are encouraged to download the Test and Protect app. More information can be found at <https://protect.scot/>
- **Coronavirus (COVID-19) helpline:** If you do not have symptoms and are looking for general information, a free helpline has been set up on: 0800 028 2816.
- **For any concerns relating to symptoms:**
  - In Scotland call your GP or NHS 24 on 111 out of hours.
  - In England or Wales call 111 (if available in your area) or 0845 46 47.

Please be aware that the advice and possible travel restrictions are being updated on a daily basis and our position may change in line with the official advice. Please see the link below which will lead you to the most recent updates:

<https://www.gov.scot/coronavirus-covid-19/>

Signed:



**James Curran**  
Director

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