

COVID-19 Policy: 18/04/2022



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 revised in accordance with The Scottish Government's updated measures issued on 18/04/2022 and will be updated as and when required.

The Scottish government's new strategy is based on three levels of threat from Covid - **Low**, **Medium**, and **High**, we are currently on **Low** threat, but this will change again if another outbreak happens.

Face coverings do not need to be worn in the workplace, shops, public buildings, and transport etc. Employees if they so wish, can still wear them in the workplace. Also see below. (Site operatives/surveyors).

Screens will remain in place at the desks and hand gel will still be placed around the offices and at the main reception.

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



In line with Government advice Enviraz Scotland Ltd encourage all employees to receive the double vaccination and booster jab available to all.

Guidance to All Employees

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

- Regular hand washing using hot water and soap for a duration of 20 seconds.
- Use hand sanitiser where available - use of hand sanitiser should NOT replace good personal hygiene and employees should continue to wash their hands where possible.
- Employees should ensure good personal hygiene after using toilet facilities.
- All employees should follow specific site instructions, as directed by our clients.

Site Operatives / Surveyors

Face Coverings

In line with government guidance, face covering need not be worn but clients might still require the use of face coverings on their sites, particularly health care settings. Staff are asked to comply with any such request.

Working on Site

- Regular hand washing using hot water and soap for a duration of 20 seconds.
- Use hand sanitiser where available - use of hand sanitiser should NOT replace good personal hygiene and employees should continue to wash their hands where possible.
- Operatives should ensure good personal hygiene after using toilet facilities.

Customer facing employees

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

- Wear a face covering before entering a private property if requested to do so.
- Regular hand washing using hot water and soap for a duration of 20 seconds.
- Hand sanitiser readily available to customer facing employees and should be used regularly.
- If you are required to work in a customer's 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 encounter. 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 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.

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. These individuals will be/have been notified by the NHS.

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.

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.

For those with symptoms of Covid, the advice remains to book a PCR test.

Self-Isolation

- If you have [Covid-19](#) symptoms you should self-isolate “immediately” and [book a PCR test](#).
- If you test positive, you should self-isolate for 10 days from the date your symptoms started.
- If you’ve had a positive PCR or lateral flow test result but no symptoms, you should still self-isolate for 10 days from the date of your test.
- You should only end self-isolation after two negative lateral flow tests in a row from day six onwards taken 24 hours apart.
- If you continue to test positive, or are not testing yourself, you can end self-isolation early on the 11th day after the symptoms started so long as you feel better and don’t have a high temperature.
- If you’re a close contact of someone with the virus but you are fully vaccinated, you can take daily lateral flow tests instead of self-isolating.

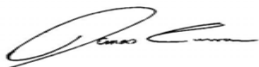
General Advice

- **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 see the link below which will lead you to the most recent updates:

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

Signed:



James Curran
Director

19/04/2022