

## **Moulton Bulb Company COVID 19 Company Policy**

As a food supply site, it is essential that we can maintain business continuity and supply our customers to help ensure the nation has fresh vegetables during the COVID 19 Crisis. As a result, the business has implemented a series of temporary policies and control measures. These measures are essential to protect you, your families, and our business.

The company continue to review and monitor all guidance from the government as well as continuously re-evaluating our own risk assessments to ensure we can protect all colleagues and maintain supply to help keep the nation fed.

**We hope that all colleagues will be community minded and the need to enforce these rules will not be necessary, but we will have to consider more serious enforcement if this is not the case.**

COVID 19 is a highly contagious disease and whilst for some it will be a rather unpleasant cold or mild flu for many people both in the community at work, within your friends and families it could be extremely serious and even life limiting.

COVID 19 has the potential to significantly impact our business, as if we have high numbers of staff self-isolating, we will not be able to fulfil orders and help to keep the nation fed. This could have long term implications for us all.

### **What are we asking you to do?**

We all have a role to play in keeping our colleagues, and their families safe whilst maintaining supply. As “key workers” during this crisis we are obliged to take every step possible to maintain business continuity and supply.

1. Make sure you brief colleagues on the key changes regarding social distancing & hygiene.
2. Set the example – make sure you are following the company guidance / rules.
3. If you see colleagues not following the company guidance / rules, please speak with them and explain why it is so important or report to a manager.
4. Make sure that operating procedures and processes standards are maintained.
5. Act responsibly ensure you support colleagues with regards to self-isolation if they have any symptoms.

**These policies and changes will remain in effect until further notice**

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## **Moulton Bulb Company COVID-19 Policy**

To ensure we protect all colleagues, their families and the more vulnerable within our communities we are asking all colleagues to take the additional steps linked to the outbreak of COVID 19.

### **Complying with Government and Company Guidance**

We ask that colleagues ensure that they and their family members always comply with the latest government COVID-19 guidance – whilst at work and at home.

1. Wash Hands – keep washing hands regularly
2. Cover Face – Wear the company issued PPE or mask at all times when onsite, except:
  - When eating or drinking in the canteen/car
  - Or smoking in the designated area
  - You work in an office on your own
  - If in doubt – wear a mask/visor
3. Make Space – stay at least 2m wherever possible, even with a face covering.
4. Follow the rules in terms of household mixing
5. If you or a member of your household has symptoms, do not come into work, call your line manager, get a test, and stay at home until you are advised you can return to work
6. Comply with any local restrictions

### **Health Screening Requirements**

All colleagues will be required to **complete a return to work** questionnaire this will include a COVID specific risk assessment. This process should be followed after ANY absence for illness, or absence to care for a sick relative, and after any holiday where you have travelled abroad. You will be required to notify your manager and HR when booking a holiday of your travel intentions.

Dependent on the answers, you may be asked to self-isolate at home. You must ensure you get authorisation from the HR department to return to work **BEFORE** you arrive for your next shift. **The area manager** is responsible for ensuring that HR are notified of all absences within their teams and should not allow staff to return to site without approval from the HR Team.

### **Absence & Return to Work Process**

1. Absence notified to HR either via holiday booking request or absence notification from the area manager. You must inform the HR department if you are traveling outside of the UK and where you are traveling too.
2. Colleague is issued with a return to work questionnaire on-line that must be completed **BEFORE** they return to work. (available in workplace face-book).
3. Manager must check with the colleague **BEFORE** they start their shift that they have had communication from the HR department authorising return.
4. HR department will notify the manager if further assessment or review is required linked to certain types of absence (not COVID-19 related).

### **Self-Isolation & Testing**

All colleagues are being asked to **self-isolate following the government guidance**

<https://www.gov.uk/coronavirus> if they or a member of their family, or if they have been in close contact with someone displaying symptoms:

- a. A new continuous cough
- b. Fever or high temperature
- c. Loss of smell or taste

d. **Or have been asked to do so by the NHS Track & Trace service**

We are aware that there are some new symptoms being linked to COVID-19 such as:

- a) Nausea / sickness (covered with our current company rules)
- b) Diarrhoea (covered with our current company rules)

As a general guide colleagues should not be at work if they feel unwell and have any of the above symptoms.

**In addition, any colleagues returning to work after a period of travel to a country not on the approved government travel lists will be required to follow the latest government guidance in relation to self-isolation.**

The business recognise that some Covid-19 cases have been identified as asymptomatic. Being asymptomatic means that you have no symptoms but still have the virus and can infect others.

Testing will be carried out on site routinely to monitor possible infections within the business based on requirements determined by the Covid-19 response team who meet on a regular basis.

### **Site Rules for the Control of COVID-19**

#### **Always wear a mask or visor (including when arriving, departing, or sharing a car)**

- Masks can be removed for the following – but 2m distancing or barriers must be in use:
  - Eating or drinking
  - Smoking
  - When working in an office or room on your own

#### **Wash Hands / Utilise Sanitisers**

- Every time you enter or leave your working area
- Before and after you eat & drink
- Before and after you smoke
- Every time you touch your face, or blow your nose
- Wash your hands with soap for a min of 20 seconds
- Make sure you wash between your fingers, your nails and up to your wrists
- Utilise sanitisers every time you walk past one & if you have used a tissue

#### **Practise Physical Distancing**

- Keep 2m apart wherever possible (even with a face covering)
- Wear masks in cars if you are sharing with people outside your household

#### **Increased Hygiene / Cleaning**

- If you are asked to clean an area or item please ensure you do this at the required frequency, using the supplied products, following the relevant instructions.
- Keep records if you are asked to do so.
- If you share a workspace or device (phones, tablets, touchscreens etc) please ensure you sanitise using the company issued products **BEFORE and AFTER** use.
- Clean you visor or mask daily

#### **Let someone know**

- If you think something could be improved to be more COVID-19 secure let us no either by talking with your manager or posting on workplace Facebook

- If you believe people are not following the rules, please let us know – remember the company has a whistle blowing lines which is totally confidential.
- If you or a member of your family have symptoms or have been asked isolate
- If you or a member of your family have travelled outside of the UK.

### **Moulton Bulb Company additional Site Hygiene requirements during COVID-19**

The company are committed to providing additional hygiene steps to protect colleagues when on-site. These measures are designed to provide further support, but the most important activity is for **ALL Managers are to ensure colleagues are washing their hands and utilising sanitiser frequently.**

Detail of the additional steps, frequency and activities can be found in the COVID-19 Risk Assessment file attached in PODIO in the contact surfaces risk assessment. All area managers will have been notified of the additional requirements in their areas along with the associated policy, SOP & WISH requirements.

#### **Colleague Facilities:**

The shared facility areas such as the canteen, bathroom facilities will be cleaned continuously whilst in use (across all shift patterns). The continual cleaning will include:

1. Tables, & chairs
2. Door handles and banisters rails on stairs
3. Microwaves
4. Vending machines
5. Bathroom facilities
6. Clocking in Machine
7. Holiday Booking Computer

All these areas will also receive a daily deep sanitising clean from the company contractors. The company has reviewed all cleaning products to ensure they are effective against COVID-19.

In addition, the company have provided additional chairs portable screens, an outdoor rest area (car park), and additional space in the smoking area to help ensure that colleagues can practise social distancing (2m apart). Additional hand washing stations have also been provided across the site.

#### **Area Hygiene & Cleaning:**

The company contract cleaners have been asked to increase the frequency of cleaning with attention being paid to surfaces that colleagues regularly come into contact with, and additional cleaning equipment and products have been provided to enable colleagues to clean during shift.

#### **Contamination Risk:**

If a colleague is confirmed as having to self -isolate because of they a member of their close family are showing symptoms the area manager must immediately notify HR and arrange for their workstation to be deep cleaned. This will include all work surfaces including keypads, computer screens and phones. The area should NOT be used by another colleague until this has taken place.

**If someone goes of sick with suspected COVID-19 their areas must be deep cleaned before anyone returns to work in that area. Please contact Chris Woodrow.**

### **Area Manager COVID-19 Hygiene Responsibilities**

The relevant area managers are responsible for providing resource, ensuring they have had the required training to the relevant WISH cards and that the cleaning during shifts is carried out at the required frequency.

The company have pulled together a detailed risk assessment of ALL contact surfaces which is attached to PODIO in the COVID-19 RA file, and tab COVID-19 Contact Point BC RA. This document details the product, frequency, responsibility, and the required records of activity. It can be filtered to enable you to easily identify your responsibilities.

In addition to this WISH cards have been created for cleaning visors and contact surfaces – all colleagues who are required to conduct this activity must have received training and complete a training register.

**All documents can be found in the COVID-19 file in PODIO in the business continuity app.**

**All area managers are responsible for reviewing the specific COVID-19 cleaning activities in their area and if they identify additional requirements immediately contacting Chris Woodrow so this can be assessed and added to the company plan.**

All area managers are responsible for ensuring colleagues working in their areas follow the company COVID-19 rules with attention paid to hand washing and sanitising.

### **Area Manager COVID-19 PPE Responsibilities**

The area manager is responsible for ensuring that all colleagues that are designated as requiring PPE for COVID-19 follow the requirements. These items should be included in the line start up checks and recorded as being present and intact in the comments section with a time & initials of the supervisor who has checked.

The area manager is also responsible for ensuring that all PPE is changed or cleaned at the required frequency. This is particularly important for all visors and masks that are issued by the company.

### **Moulton Bulb Site Visitor Policy**

Following the government advise we are with immediate effect stopping all non-essential visitors from coming onto site. The company will maintain and issue a list to the gatehouse and office reception. If the contact is not on the list, they cannot be admitted without approval from the technical team or Chris Woodrow.

Anyone entering the site, and this includes all delivery drivers, hauliers and regular contractors must complete either the COVID-19 Health Questionnaire or company COVID-19 Declaration and have that reviewed BEFORE they are allowed on-site. If you have any questions, please contact a member of the technical team before you admit them onto site.

**Anyone entering the site must always wear a face mask.**

No visitors, hauliers, contractors etc are permitted to use the company canteen, office areas, bathroom facilities whilst on site. A temporary bathroom facility has been made available.

1. STOP – check the visitor is authorised for access to site
2. CONTACT VISITOR HOST – they collect and accompany them when on-site
3. REVIEW:
  - a. COVID-19 Health Questionnaire
  - b. Company Visitor Questionnaire
  - c. COVID-19 Site Rules for Visitors
4. IF ANY DOUBT – contact a member of the technical team

**If the visitor has answered yes to any questions, they will not be permitted to enter the site or return to work without a period of isolation. If you suspect your visitor may have symptoms of COVID-19 they must leave site immediately and contact NHS 111**

**All visitors are to be met at the gatehouse or reception area by their host. It is essential that the host ensures that all the paperwork is completed, signed and the site rules are explained when this is not practical the gate house staff must review the documentation and ensure the site rules have been understood**

### **Moulton Bulb Company Management of Agency Cover**

All agency providers have been asked to provide evidence of their COVID-19 management plans. **HR should have a copy of these on file for each agency provider & this should include the company COVID-19 Declaration found in appendix 2 of this document.** Moulton Bulb Company require all agency providers to demonstrate that they are screening colleagues after all absence.

**All agency staff must complete the Moulton Bulb Company COVID-19 return to work questionnaire BEFORE they begin work on-site. Records should be submitted and kept on file. The relevant shift manager is responsible for ensuring that this has taken place**

### **Key Role Cover**

The company has a matrix of cover in place. Due to high risk of multiple absences this has been expanded to ensure that all key roles identified have at least two colleagues who will receive training to enable them to provide cover. Due to the nature of COVID-19 the business will have to have a reasonable amount of flexibility with regards to cover. The risk is continuously discussed and reviewed by the senior management team in the company COVID-19 Crisis meetings.

### **Inductions**

All new starters should have received the company induction and assessment. Where possible this is taking place prior to starting employment and utilising remote training platforms. HR are responsible for co-ordinating this for all new starters.

### **Training**

There has been some initial disruption to the company routine training requirements during the months of March & April however this should now be fully re-instated using the following techniques to reduce the risk for COVID-19:

- a) Remote training webinars – colleagues allocated time to attend remote training sessions using company computers, & tablets in locations that ensure 2m distancing is always maintained. **The last step of every session should include the cleaning down of all devices using the designated product and methods.**
- b) Face to face training – visor face shields used by both individuals and this should also only take place on a 1 / 2 / 1 basis. This also applies to the of translators.

Please ensure when training is allocated to colleagues working in your area that you support the process and those based on site help provide working spaces and equipment for colleagues to use.



### **Frequently Asked Questions:**

I have forgotten to bring my mask to work, what should I do?

*Stay in your car and contact your manager who will issue you with a temporary mask or visor.*

I have colleagues that need to self-isolate what will they get paid?

*The company have agreed to pay all colleagues that have worked for the company for 3 months of more for 1 period of COVID-19 absence at full pay. Any colleague who is concerned should be asked to contact and speak with the HR team. The company is committed to supporting colleagues through this process.*

I have a colleague who wants to wear their own face mask. *Colleagues can wear their own masks – however these must be free from foreign bodies, unoffensive in design be changed regularly dependent on the manufacturers guidance or washed daily.*

What happens if someone is not wearing a mask/visor?

*This would be classed as a breach of both health and safety and company COVID-19 rules which may lead to disciplinary action*

A colleague arrives at work with mild symptoms what should I do?

*Immediately ask them to go home and self-isolate. Inform HR who will contact them and agree the next course of action.*

I notice that some colleagues are working from home why is that when others must be on-site?

*Some colleagues have been asked to work away from site. This is to reduce the risk to all of us by reducing the number of people coming onto site, using facilities, and mixing with other colleagues. This will be role dependent and is in line with the government advise.*

What additional steps is the company taking about hygiene? *The company have changed all contact surface cleaning products to increase the effectiveness against the COVID-19 Virus. We have increased the frequency of cleaning in all areas but especially communal areas - this also includes a daily deep clean disinfection. The company have also increased access to hand washing and sanitiser across the site – frequent hand washing is still the best form of protection for everyone.*

Colleagues want to understand about the implications for holidays. *Colleagues can still take holiday – however we ask them to follow the current government advice. This includes the isolation requirements on return or local lockdown restrictions within the UK. Colleagues can also cancel holiday and plan to take later in the year if they would prefer.*

**APPENDIX**

**Moulton Bulb Company COVID-19 Return to Work Questionnaire**

In response to the ongoing threat posed by the coronavirus COVID-19 Moulton Bulb Company require all staff returning from **ANY** absence to complete the following health questionnaire prior to returning to work.

**You must also complete the standard site return to work assessment in addition to this**

<b>Name:</b>	<b>Date:</b>
<b>Area of Work:</b>	<b>Reason for Absence:</b>

No.	Question	Yes	No
1	Have you been in contact with anyone diagnosed with COVID-19?		
2	Have you been in close contact with anyone suffering from the following symptoms detailed within the last 14 days?		
2a	Dry cough		
2b	Shortness of breath		
2c	Fever		
2d	Loss of taste or smell		
3	Are you currently knowingly suffering from a fever more than 37.2C?		
4	Are you currently taking any medicine that may be suppressing a fever e.g. paracetamol, ibuprofen, aspirin?		
5	Are you currently suffering from any of the following symptoms?		
5a	Dry cough		
5b	Shortness of breath		
5c	Fever		
5d	Loss of taste or smell		
6	Have you or a member of your close family travelled outside of the UK in the last 14 days?		
7	If yes, where have you been (include transited airports/terminal):		

<b>Signature</b>	
<b>Manager Signature</b>	

<b>Approved return to work?</b>	
<b>YES</b>	<b>NO</b>

**Moulton Bulb Company**  
**Essential Visitor Health Questionnaire: COVID-19**

Please consult the essential visitors list for further guidance.

**You MUST sanitize your hands prior to completing this questionnaire**

In response to the ongoing threat posed by the coronavirus COVID-19 Moulton Bulb Company requires all essential site visitors to complete the following health questionnaire prior to entering the site beyond reception or the gatehouse.

**You must also complete the visitor questionnaire if you are entering any production or operational areas.**

<b>Name:</b>	<b>Company:</b>
<b>Visiting:</b>	<b>Date:</b>

No.	Question	Yes	No
1	Have you or been in contact with anyone diagnosed with COVID-19?		
2	Have you been in close contact with anyone suffering from the following symptoms detailed within the last 14 days?		
2a	Dry cough		
2b	Shortness of breath		
2c	Fever		
2d	Loss of taste or smell		
3	Are you currently knowingly suffering from a fever more than 37.2C?		
4	Are you currently taking any medicine that may be suppressing a fever e.g. paracetamol, ibuprofen, aspirin?		
5	Are you currently suffering from any of the following symptoms?		
5a	Dry cough		
5b	Shortness of breath		
5c	Fever		
5d	Loss of taste or smell		
6	Have you or a member of your close family travelled outside of the UK in the last 14 days?		
7	If yes, where have you been (include transited airports/terminal):		

<b>Signature:</b>	
<b>Host Signature:</b>	

<b>Approved to enter site?</b>	
<b>YES</b>	<b>NO</b>

## **Moulton Bulb Essential Visitor / Contractor Site Rules & Hygiene Requirements for COVID-19**

The company need to protect our colleagues during the COVID-19 outbreak. As a result, the company canteen and toilet facilities are not available for recreational use to any site visitors. A temporary visitors bathroom facility has been provided at the bottom of the stairs to the canteen. Visitors should use their vehicles or leave the site to eat and drink. **All visitors will need to leave the site to smoke.**

During the COVID 19 outbreak the site are being proactive about social distancing wherever possible. We ask that all visitors respect this policy and observe a 2m distance from all colleagues.

**Please always wear a face mask when on-site. These can be your own or a company provided alternative.**

During the COVID 19 outbreak we are asking all colleagues and visitors to increase hand washing and sanitising whilst on site. The company have provided additional hand wash stations across the site. We ask that all visitors follow this practise with a guide of every 30 mins.

- 1. NO ACCESS TO COMPANY SMOKING, CANTEEN OR BATHROOM FACILITIES**
- 2. PRACTISE SOCIAL DISTANCING (2m APART FROM ALL COLLEAGUES)**
- 3. WEAR A FACE MASK**
- 4. HAND HYGIENE – WASH HANDS FREQUENTLY OR USE A SANITISER (every 30 mins)**

These are in addition to the company standard site rules that will also be maintained.

<b>Signature:</b>	
<b>Visitor Host Signature :</b>	
<b>Date of Visit:</b>	

**Moulton Bulb Company Temporary Worker Provider COVID 19 Declaration**

As a labour provider to Moulton Bulb we agree that we will have:

- a) Ensured all staff provided have been screened daily regarding COVID 19. This must include a symptom checker and record of this having taken place signed by the member of staff.
- b) Will notify Moulton Bulb Company if any staff that have been on-site subsequently show symptoms or must isolate due to potential exposure.
- c) Have trained all staff and have records of this training on the requirements for:
  - a. Social Distancing – both whilst at work & at home
  - b. The importance of Hand washing – following the government 20 second guidance
- d) Will provide suitable transport and accommodation solutions that enable staff to follow the social distance requirements as set out by the UK Government.
- e) Will have ensured all staff have received the MBC induction which includes specific guidance around our COVID 19 requirements.
- f) Will support staff in getting tested linked to the government key workers testing provision.
- g) Will ensure all staff have face masks.

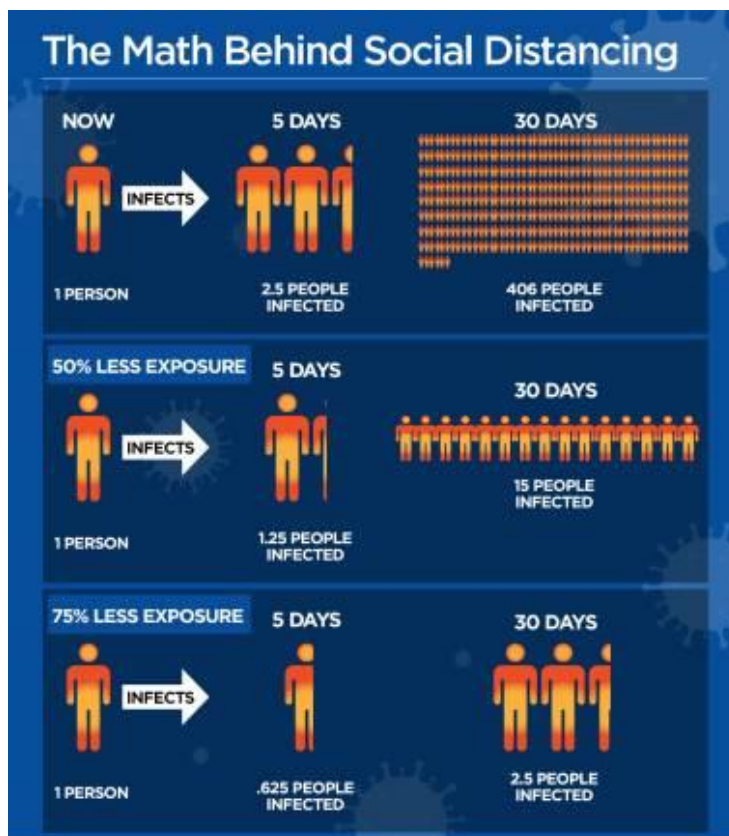
<b>Signature:</b>	
<b>Printed Name &amp; Role:</b>	
<b>Date:</b>	

## What is Social / Physical Distancing?

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
- Avoid non-essential use of public transport when possible
- Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in closed spaces where people gather.
- Avoid gatherings with friends and family who you do not live with. Keep in touch using remote technology such as phone, internet, and social media
- **Avoid sharing vehicles with people other than people you live with.**
- Use telephone or online services to contact your GP or other essential services
- Everyone should be trying to follow these measures as much as is practicable.

## Why is it important?



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