

# Coronavirus (COVID-19)

## Company Policy

### ***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's 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 of our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### ***Policy elements***

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

### **Sick leave arrangements:**

If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.

If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.

## **Work from home requests:**

If you are feeling ill, but you are able to work, you can request to work from home.

If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.

If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.

If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations. If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

## **Travelling/commuting measures:**

- All work trips and events – both domestic and international –be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

## **General hygiene rules:**

Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You'll find sanitizers around the office.

Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

Open the windows regularly to ensure open ventilation.

Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

## **Our statement of general policy is:**

- To promote physical distancing between staff members;
- To promote physical distancing between customers and staff members;
- To promote physical distancing between groups of customers;
- To make arrangements to provide physical distancing in welfare areas;
- To make arrangements to provide facilities for hand hygiene;
- To promote responsible respiratory etiquette;
- To make arrangements for the hygienic cleaning of contact surfaces;
- To make arrangements and provide facilities for segregating anyone who shows symptoms of Covid-19 while on the premises; and,
- To make arrangements for the hygienic cleaning and disinfection of surface if anyone shows symptoms of Covid-19 while on the premises



## **Our team**

- All of our team members undergo thorough training in our Covid-secure processes and procedures they will have full training on our risk assessments is will continually monitored and assessed in line with government guidelines.
- All of our team members will be required to check their temperature before attending work and will not attend work if they are experiencing Coronavirus symptoms and will be required to self-isolate for 14 days before returning to work.

# CORONAVIRUS

## GUIDANCE FOR EMPLOYEES

**80%** of all infections are spread by hands. Thorough hand washing reduces your risk of colds and flu by 21%



**Step 1**

Use warm water (**min 38°**)



**Step 2**

Apply hand soap



**Step 3**

Lather for 30 seconds



**Step 4**

Rinse hands thoroughly in warm water



**Step 5**

Dry hands with paper towel or hand dryer



**Step 6**

Use hand sanitiser frequently throughout the day  
**HAND WASHING IS BETTER!**

### **Hand wash thoroughly, and additionally:**

- Avoid touching your face, eyes, mouth and nostrils: wash your hands immediately if you do
- Follow existing wash, rinse and sanitise procedures for hand contact surfaces throughout the day
- Don't get too close to people coughing, sneezing or with a fever – they can propel small droplets containing the virus into the air – ideally, keep 2m (6ft) away
- Stop hugging and hand shaking.
- Hand washing is best but use hand gels throughout the day. Face masks are not required.

At Glazing Refurbishment we take our responsibility's seriously, our aim is to protect protect our employees and people from harm. This is our COVID-19 risk assessment and it will help you manage risk and protect people. You must:



- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

What are the hazards?	Who might be harmed and how?	How to control the risk	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p><b>Contracting or spreading coronavirus by not washing hands or not washing them adequately</b></p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Drivers coming to your business</p> <p>Drivers going out for your business</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>● Provide water, soap and paper towels, continuous roller towels or electrical dryers in washing facilities.</li> <li>● Provide information on when and how to wash hands properly.</li> </ul> <p>Based on the number of workers and the number of people who come into your workplace, decide:</p> <ul style="list-style-type: none"> <li>● how many washing facilities you need (you may already have enough);</li> <li>● where washing facilities need to be located.</li> </ul> <p>Provide hand sanitiser for the occasions when people can't wash their hands</p> <p>There's a legal duty to provide welfare facilities and washing facilities for visiting drivers</p> <p>You should talk to managers at any sites your drivers are visiting to ensure they are provided with washing facilities.</p>	<p>Put in place monitoring and supervision to make sure people are following controls</p> <p>Put signs up to remind people to wash their hands</p> <p>Identify how you are going to replenish hand washing/sanitising facilities</p>		

What are the hazards?	Who might be harmed and how?	How to control the risk	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p><b>Getting or spreading coronavirus in commonly used or high traffic areas</b></p>	<p>Workers Customers Visitors Contractors Drivers coming to your business</p>	<p>Follow the guidance for welfare facilities such as canteens.</p> <p>Identify:</p> <ul style="list-style-type: none"> <li>• areas where people can congregate</li> <li>• areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors;</li> <li>• areas and equipment where people touch the same surfaces, such as in kitchens or canteens;</li> <li>• areas and surfaces that people touch frequently but are difficult to clean;</li> <li>• communal areas where there may be less air movement than in other work areas, for example kitchens <u>with no opening windows or mechanical ventilation.</u></li> </ul>	<p>Put in place monitoring and supervision to make sure people are following any controls you have in place, including social distancing guidelines.</p>		

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		<p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> <li>• limiting the number of people in rooms, for example by staggering breaks;</li> <li>• reorganising facilities in communal areas by spacing out tables in canteens, for example putting physical screens in place (such as perspex screens in reception areas) to reduce contact;</li> <li>• increasing the use of online meeting facilities (even for people working in the same building) to reduce the number of people moving around;</li> <li>• putting one-way systems in place in corridors or regularly used pedestrian traffic routes;</li> <li>• leaving non-fire doors open to reduce the amount of contact with doors and also potentially <a href="#">improve workplace ventilation</a>.</li> </ul>			



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<p><b>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</b></p>	<p>Workers</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers coming to your business</p>	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak- Identify surfaces that are frequently touched and by many people. These are often in common areas and can include handrails, door handles or shared equipment.</p> <p>Specify the frequency and level of cleaning and who should do it.</p> <p>Reduce as far as possible the need for people to move around your workplace:</p> <p>Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</p> <p>Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Provide more bins and empty them more often</p> <p>Provide areas for people to store personal belongings and keep personal items out of work areas. Put in place arrangements to clean if someone develops symptoms of coronavirus in work.</p>	<p>Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.</p> <p>Provide information telling people who should clean something and when.</p> <p>Provide instruction and training to people who need to clean. Include information on:</p> <p>the products they need to use</p> <p>precautions they need to follow</p> <p>the areas they need to clean</p> <p>Identify what cleaning products are needed (for example, surface wipes, detergents and water) and where they should be used. This could include using wipes in vehicles or water and detergent on work surfaces.</p> <p>Identify how you are going to replenish cleaning products.</p>		



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<p><b>Contracting or spreading the virus by not maintaining social distancing</b></p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Drivers delivering to or from your workplace</p> <p>Visitors</p>	<p>Follow guidance on social distancing.</p> <p>Identify places where, under normal circumstances, workers would not be able to maintain social distancing guidelines.</p> <p>Identify how you can help people maintain social distancing in the first instance. This may include:</p> <ul style="list-style-type: none"> <li>● using marker tape on the floor</li> <li>● using one-way systems;</li> <li>● holding meetings virtually rather than face-to-face;</li> <li>● staggering the times people start or finish work;</li> <li>● limiting the number of people on site at one time;</li> <li>● giving customers allocated time slots</li> <li>● rearranging work areas and tasks to allow people to meet social distancing guidelines;</li> <li>● using empty spaces in the building for additional rest break areas where it is safe to do so;</li> <li>● providing more parking areas or controlling parking spaces;</li> <li>● considering the impact on any on-site accommodation you provide.</li> </ul>	<p>Put in place arrangements to monitor, supervise and make sure people follow social distancing guidelines.</p> <p>Provide information, instruction and training so people understand what they need to do.</p> <p>Provide signage.</p>		

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		<p>minimising contact at security offices for drivers</p> <p>Where maintaining social distancing isn't possible, implement risk mitigations. This can include:</p> <ul style="list-style-type: none"> <li>● using physical screens and splash barriers;</li> <li>● placing markers on the floor (in lifts for example) to indicate where people should stand and the direction they should face;</li> <li>● reducing the numbers of people using lifts;</li> <li>● placing workers back-to-back or side-by-side rather than face-to-face when working</li> <li>● grouping or 'cohorting' work teams so they work together consistently;</li> </ul> <p>Personal protective equipment (PPE) may be needed in certain workplaces (such as hospitals) to protect from the risk of coronavirus.</p>			

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<p><b>Impact of homeworking during the pandemic</b></p>	<p>Workers</p>	<p>As an employer, you have the same health and safety responsibilities for home workers as for any other workers.</p> <p>You should consider:</p> <ul style="list-style-type: none"> <li>how you will keep in touch with them;</li> <li>the work activity they will be doing and for how long they'll be doing it;</li> <li>whether display screen equipment provided is being used safely;</li> <li>whether you need to put control measures in place to protect them;</li> <li>the impact on your worker's mental wellbeing.</li> </ul>	<p>Support all our employees</p>		

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<p><b>Poorly ventilated spaces leading to risks of coronavirus spreading</b></p>	<p>Workers Customers Contractors</p>	<p>Follow guidance on <a href="#">ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a>.</p> <p>Identify poorly ventilated areas of your workplace. You should consider steps you can take to improve ventilation, including:</p> <ul style="list-style-type: none"> <li>● natural ventilation;</li> <li>● mechanical ventilation (such as air conditioning);</li> <li>● fans and air cleaning units;</li> <li>● ventilation in vehicles.</li> </ul> <p>Fresh air is the preferred way of ventilating your workplace. This means opening windows and doors (that are not fire doors), where possible.</p> <p>Provide additional ventilation if needed - mechanical ventilation for example.</p> <p>Switch <a href="#">heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where possible</a>, rather than recirculating air.</p>	<p>Maintain air circulation systems in line with manufacturers' recommendations.</p>		
<p><b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups</b></p>	<p>Workers</p>	<p>Identify who in your work force could be <a href="#">clinically extremely vulnerable</a> and follow the government guidance. Follow our guidance on <a href="#">protecting vulnerable workers during the pandemic</a>, on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.</p>	<p>Guidance on who is clinically extremely vulnerable and what further support may be available from <a href="#">Public Health England</a>, <a href="#">Health Protection Scotland</a> and <a href="#">Public Health Wales</a>.</p>		

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<p><b>Returning to work after prolonged period of shutdown</b></p>	<p>Workers</p>	<p>Consider whether building closure or reduced occupancy has led to water system stagnation due to lack of use.</p> <p>Ensure mechanical <a href="#">ventilation systems</a> are working effectively and are properly maintained.</p> <p>Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number.</p> <p>Ensure returning workers are clear on arrangements for social distancing, cleaning and hygiene and ventilation.</p>	<p>Read our <a href="#">advice on legionella risks during the pandemic</a>.</p>		