COVID 19 –
Safe Working Procedure

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■ Introduction

COVID-19 also known as Novel Coronavirus is a new strain of a respiratory condition which has never affected humans before. As with other respiratory illnesses, infection can cause mild symptoms including a runny nose, sore throat, cough and fever.

It can be more severe for some individuals, and lead to pneumonia or breathing difficulties. Those with weakened immune systems, pre-existing medical conditions and the elderly or infirm appear to be more at risk of becoming severely ill with the virus.

As the UK situation around Coronavirus escalates, AluK is fully committed to ensuring the safety and wellbeing of all its employees and all stakeholders. We are continuing to follow all the Government guidance and, in response to this AluK (GB) Ltd has prepared the following guidance to be followed during this period.

Whilst AluK are operating during the Coronavirus Covid-19 pandemic, we need to ensure we are protecting our workforce and minimising the risk of spread of infection.
This guidance is intended to introduce consistent measures on our site in line with the Government's recommendations on [social distancing](#).

These are exceptional circumstances and our industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of our manufacturing activities must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it must not take place.

AluK are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

AluK Management must remind our workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If we do not consistently implement the measures set out below, we may be required to shut down.

■ Scope and purpose

This policy applies to all AluK (GB) Ltd permanent or fixed term contract employees who are on the organisations payroll, third party contractors and visitors to the AluK (GB) Ltd site.

This policy covers details of the new AluK Safe Working Procedure whilst the business is operating under the current Government Coronavirus (COVID-19) guidelines of safe working and social distancing.

This policy is to ensure the protection, safety, and wellbeing of all AluK staff whilst working on site, and for the prevention, investigation, management and containments of any COVID-19 outbreak at AluK.

Failure to adhere to the policy, will result in an employee being removed from site, and an investigation undertaken, which could lead to formal disciplinary action being taken in accordance with the Company's disciplinary policy, up to and including dismissal.

For further information on Government Coronavirus advice and Public Health England can be found at

https://www.gov.uk/coronavirus

https://www.gov.uk/government/organisations/public-health-england

Standard contractual terms and conditions remain the same as set out in your contract of employment.

■ General Health & Wellbeing

If an employee meets one of the following criteria they should not come to work:

- A high temperature above 37.8 ºC or a new persistent cough and/or a loss of, or change in, normal sense of taste or smell (anosmia) should [follow the government guidance on self-isolation](#)
- Is classed as a vulnerable person (by virtue of age, underlying health condition, clinical condition or are pregnant) as per the [government guidance](#)
- Are living with someone in self-isolation or a vulnerable person in line with the [government guidance](#)

If an employee develops a high temperature or a persistent cough while at work, they are required to;
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, cough, and sneeze into the crook of their elbow

And thereafter follow the Government guidance on self-isolation and not return to work until their period of self-isolation has been completed.

All employees are required to follow the standard AluK absence and attendance policy when reporting absence.

■ Travel to work

All employees are requested to travel to work alone where possible. Should the employee have to travel with people outside of their household group, they should share this transport with the same people each time and keep to small groups of people at any one time.

Employees are requested to utilise all parking facilities on site.

These are located at the main office block and factory entrance.

■ Site Entry/Exit

To reduce contact each employee will be provided details by their line manager of staggered start and finish working times. Standard working procedure for clocking and clocking out remain.

However, all employees are requested to enter the building via the main reception area and complete and sign a disclosure form the first time they return to the work place, this is to confirm that they do not have a continuous dry cough or temperature above 37.8 º C a loss of, or change in, normal sense of taste or smell (anosmia).

Once the declaration form has been completed and agreed, the employee has agreed that by clocking in on a daily basis, they do not have any symptoms and/or their family members are not self-isolating.

Employees are requested to wash their hands with soap and water as per the Government guidelines or use the sanitisers on entry and exit of the site.

The site will be subject to a strict one-way route and all employees are requested to adhere to the new flow for entering and exiting the site.

Site inductions will be provided for all returning and new employees. All site inductions will be scheduled in advance of any return and will not host no more than 6 employees at any one time.

■ **Social Distancing**

Visual 2-meter social distancing aids are located inside and outside of the site and all employees are requested to follow strict social distancing at all times.

Start, finish and break times will be staggered for all employees to ensure effective social distancing.

Employees are always requested to plan ahead any works to avoid close working. All non-essential physical work that requires close contact between employees should not be carried out including any works that require skin to skin contact.

The below general Social Distancing principles apply at all times;

- Non-essential physical work that requires close contact between workers must not be carried out
- Work requiring skin to skin contact must not be carried out
- All other work must be planned to minimise contact between workers
- Re-usable PPE must be thoroughly cleaned after use and not shared between workers
- Single use PPE must be disposed of so that it cannot be reused
- Stairs must be used in preference to lifts
- Lifts should only be used in accordance with guidance re communal areas
- If in doubt contact a supervisor or a manager

■ **PPE**

Additional PPE measure have been implemented, as well as following strict social distancing of at least 2 metres, and strict hand washing regimes at all times whilst on site, the following is also applicable.

In addition to the AluK standard working PPE policy, the additional mandatory PPE should always be worn at all times, by all employees.

These include:
- Face visor /or safety goggles
- Face mask
- Safety gloves

All additional PPE are to be replaced at the beginning of each new shift/working day. Any queries or concerns should be raised with a supervisor or line manager.

Employees will not be required to wear a face mask at their desk, providing that social distancing is adhered to.

All shared equipment, such as computer keyboards, control panels, handheld scanners etc must be sanitised before and after use, and floor stickers must be observed in order to maintain the appropriate level of social distancing.

Employees must also ensure that they wash their hands before and after any break, and/or visit to the toilet.

- **Cleaning & Hygiene**

Along with the standard AluK cleaning regimes, enhanced measures have been implemented which include increased cleaning of all high traffic areas and touch points including; taps and washing facilities, toilets, door handles, handrails communal areas, and entrance and exit locations.

Additional hand washing / sanitiser stations and cleaning materials, which include wipes and disinfectant spray are in several locations within the factory and offices. These are regularly checked and replaced throughout the day and are clearly identified by signage and detailed within the site induction.

Employees are required to wash their hands with soap and water for more than 20 seconds as per the Government guidelines or use the sanitisers on entry and exit of the site, before and after any break and after any toilet break.

Employees are requested to ensure all shared equipment e.g. handheld scanners, computer keyboards and forklift controls are wiped down before and after use.

All AluK vehicle cabs (including FLT cabs) are to be wiped down before and after use.

- **Communal Areas and Toilet Facilities**

No heating facilities i.e. Microwave, kettle etc are available in the AluK canteen. Sustainable throwaway cutlery is provided for use. Food is available and serviced through the vending machines as normal.

Tables and chairs are placed in accordance with the 2-meter social distancing guidelines and the canteen is based on one person per table. Tables and chairs should not be moved while being used.

The maximum number of employees allowed in the canteen is 15.

Employees are requested to consider bringing meals that are pre-prepared and their own drinks bottles and advised to stay on site during all breaks. Taking breaks in canteen or in their cars.

Employees are requested to keep the area clean and tidy by cleaning up after themselves and use the rubbish bins provided.

All Aluk toilet facilities are to be used on a one in one out basis. Disabled toilets are available to all staff, but priority should be given to those with disabilities.

AluK lifts are to be used as one in one out policy.

■ **Changing Facilities, Showers and Drying Rooms**

All AluK changing rooms are to be used in line with the staggered shift / working start and finish times.

Employees are requested to keep the area clean and tidy by cleaning up after themselves and use the rubbish bins provided.

The maximum number of employees allowed in the changing room is 8.

■ **Office space & Working from home**

All employees that can work from home will continue to be asked to do so and are requested to adhere to the working from home policy.

All employees will be required to wear a face mask in any space where social distancing cannot be maintained. e.g. tea point areas, if there is another individual present, on stairs, in corridors etc.

Employees will not be required to wear a face mask at their desk, providing that social distancing is adhered to.

Any surfaces that employees touch whilst in the office i.e. tea point, printer etc. will be wiped down using the sanitiser wipes provided and that the employee will regularly and thoroughly sanitise their hands before and after eating, using the tea point, toilet facilities etc. These may seem like small things, but they can go a long way to help us control any potential spread of the virus within the workplace.

■ **External Visits, deliveries, and third-party contract workers**

Where possible all meetings with customers, clients, suppliers, and partners are to be carried out via video conference or telephone. All employees are required to stop all non-essential visitors to site.

Where meetings are essential and cannot be conducted via the above methods, then employees are requested to gain copy of the third party's COVID-19 safety working policy (or similar). Employees are requested to adhere to the policy while on site. No visits are permitted if there is no safety working policy in place and should therefore be carried out via conference or video call.

Employees subject to external visits are required to wear mandatory PPE that should be worn all times during a site visit.

Third party contractors visiting site are required to follow the same Safe Working procedures as all AluK staff.

Where loads allow it supplier delivery drivers are always to remain in their vehicles while being off loaded. Mandatory PPE should always be worn. This entails gloves and masks as outlined above.

Drivers are requested to wash hands before and after each load using the hand washing facilities and sanitiser stations on site.

■ **Contact Tracing**

Contact tracing is an effective public health measure for the control of COVID-19. The prompt identification and management of the contacts of COVID-19 cases enables interruption of further onward transmission.

This is very important in order to avoid an increase in transmission and the potential for localised outbreaks.

Key Definitions of contact tracing;

- **Possible case**
  Anyone with symptoms fitting the case definition who is awaiting testing or the results of a test.

- **Probable case**
  Anyone experiencing the following symptoms;
  o fever over 37.8; or;
  o continuous cough; or;
  o loss or change of sense of smell or taste
- **Confirmed case**
  Anyone that has received a positive test result for severe acute respiratory syndrome coronavirus (COVID-19)
- **Sporadic case**
  Any single confirmed case

Contact

- Direct contact without Personal Protective Equipment

Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin) or travel in a small vehicle with a case. This includes exposure within one metre for one minute or longer.

- **Proximity contact without Personal Protective Equipment**
  Extended close contact (between one and two metres for more than 15 minutes) with a case.

- **Household contact**
  A person who lives with or spends significant time in the same household as a possible or confirmed case of coronavirus (COVID-19). This includes living and sleeping in the same home, anyone sharing kitchen or bathroom facilities, or sexual partners.

Person who has had contact at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 7 days after onset of symptoms (or test).

A person who wore appropriate Personal Protective Equipment or maintained appropriate social distancing (over 2 meters) would not be classed as a contact.

- **Cluster**
Two or more confirmed cases of COVID-19 among individuals associated with a specific setting with onset dates within 14 days.

(In the absence of available information about exposure between the index case and other cases).

- **Community transmission**
Larger outbreaks of local transmission defined through an assessment of factors including, but not limited to:

  - Large numbers of cases not linkable to transmission chains
  - Large numbers of cases from sentinel lab surveillance
  - Multiple unrelated clusters in several areas of the country/territory/area

Outbreak of COVID-19
An outbreak is defined as 2 or more cases that have tested positive for COVID-19 within the same 14-day period, in people who either work or have visited a setting.

In a residential care setting the definition is two or more symptomatic cases (or laboratory confirmed) within the same 14 day period.

Exposure period
48 hours prior to and 7 days after the possible or confirmed case's symptom onset or specimen collection date (if the case is asymptomatic).

Vulnerable people

- Clinically extremely vulnerable people

People defined on medical grounds a clinically extremely vulnerable, meaning they are at the greatest risk of severe illness. This group includes solid organ transplant recipients, people receiving chemotherapy, renal dialysis patients and others.

- **Clinically vulnerable people**
Clinically vulnerable people include the following: people aged 70 or older, people with liver disease, people with diabetes, pregnant women and others.

- **Vulnerable people (non-clinical)**
There are a range of people who can be classified as 'vulnerable' due to non-clinical factors.

High-risk places and locations

Settings or locations whereby people or communities engage in daily activities in which environmental, organisational and personal factors interact to affect health and wellbeing.

Places and locations may be considered high risk due to number, age or vulnerability of people interacting.

- **NHS Test, Trace, Contain and Enable Service**

The NHS Test, Trace, Contain and Enable service forms a central part of the government's COVID-19 recovery strategy, which seeks to return life to as close to normal as possible, for as many people as possible, in a way that is safe and protects the NHS and social care.

If an employee or visitor tests positive for COVID-19, the NHS Test, Trace, Contain and Enable service will help to identify people at high risk of having been exposed to the virus through recent close contact. It will alert those contacts who meet defined risk criteria, based on the proximity and duration of the contact they've had, and provide advice on what steps to take. This will include being informed to self-isolate or in certain circumstances require contacts to be tested.

If contact tracing and subsequent testing identifies two or more cases of COVID-19 from a specific workplace or setting, the NHS Test, Trace, Contain and Enable service will activate the outbreak notification process. An assessment will be made by Public Health Wales who will escalate for information, or for action. Details of the outbreak will be forwarded to the HSE Manager

- **Contact tracing – symptomatic person**

Any employee that develops symptoms and orders a test via NHS 111, is encouraged to alert the people that they have had close contact with in the 48 hours before symptom onset.

If any of those close contacts are co-workers, the person who has developed symptoms may wish to **(but is not obliged to)** ask their employer to alert those co-workers.

At this stage, those close contacts should not self-isolate, but they:

- must avoid individuals who are at high-risk of contracting COVID-19, for example, because they have pre-existing medical conditions, such as respiratory issues.

- must take extra care in practicing social distancing and good hygiene and in watching out for symptoms.

- will be better prepared if the person who has symptoms has a positive test result and if they (the contact) receive a notification from the NHS Test, Trace, Contain and Enable service explaining they need to self-isolate.

Employees who receive a positive test result for COVID-19, will be asked by the NHS Test, Trace, Contain and Enable service to share information about their close recent contacts.

In other cases, any non-household contacts who need to self-isolate will be contacted by the NHS Test, Trace, Contain and Enable service. They will receive a formal notification (either a phone call, letter, email or text message) setting out how long they need to self-isolate for.

The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive for coronavirus.

- ■ **Actions to be taken**

Immediate control measures should be implemented. It is not necessary to wait for the outcome of a test result in order to act. As soon as it becomes apparent that an outbreak may exist, immediate communication between the employee and the HSE Manager is essential.

AluK Managers should encourage employees to heed any notifications to self-isolate and provide support to these individuals when in isolation;

AluK Managers should assist the test and trace service by keeping a temporary record of staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Further guidance is available here;
https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace

AluK Managers should continue to communicate with employees in self-isolation and provide support.

- ■ **Actions to assist employees**

Where employees are able to work from home if they remain well, this will be supported.

Where an employee is unable to work from home, and is self-isolating due to having symptoms, then they will be paid the appropriate statutory sick pay.

Employees in self-isolation are entitled to Statutory Sick Pay for every day they are in isolation, as long as they meet the eligibility conditions;

- You or someone you live with has coronavirus symptoms
- You've been notified by the NHS or public health authorities that you've been in contact with someone with coronavirus
- Someone in your 'support bubble' (or your 'extended household' if you live in Scotland or Wales) has symptoms

The NHS Test, Trace, Contain and Enable service will provide a notification that can be used as evidence that someone has been told to self-isolate

■ **Travel, Annual Leave and Quarantine**

Employees should request any period of leave in the usual way. If a period of annual leave is authorised, it is the employee's responsibility to check their travel destination in line with the latest government guidance and if they are required to self-isolate, should be aware of the following;
- They will need to self-isolate for a period of for 14 days
- Employees are not entitled to Statutory Sick Pay if they are self-isolating after entering or returning to the UK and do not need to self-isolate for any other reason.
- They will be required to use additional Annual Leave or unpaid leave for this period
- If they develop symptoms whilst self isolating they should apply for a test, please see the guidance for testing

Further guidance on self-isolation after travel is available here for England ;

https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk

and here for Wales:

https://gov.wales/exemptions-self-isolation-coronavirus-covid-19-html

■ **Monitoring and Review**

This policy will be reviewed as required by Health and Safety/Human Resources, or in line with current legislation, to judge its effectiveness and must be updated in accordance with changes with the COVID-19 situation or to the law.

If changes are required, these will implemented as soon as possible.