



Morclean Ltd is fully prepared to face the challenges set by the COVID-19 coronavirus. Customers can rest assured that we will work to ensure our service levels will remain unaffected.

Corona virus / COVID-19 is a live and developing situation.

This policy is valid from 5th May 2020 but may be superseded at any point based on direction from the UK government and local issues arising that directly affect the business.

The company will ensure that all staff are briefed on the risks and control measures in place to manage any outbreak.

All staff will work to this procedure and highlight any concerns or potential improvements to the management team.

The company will assess their workforce to determine higher risk categories typically age and those with appropriate pre-existing condition related. The employee will volunteer information to their employer should they feel that they are in a higher risk category and additional control measures may be required.

The company's emergency management team have compiled a COVID-19 risk assessment, and this will be reviewed on an on-going basis.

Risk Assessment

Morclean Ltd have carried out a full Risk Assessment and put measures in place that include; The restriction of visitors, carriers, collections and deliveries to include a parcel and pallet drop area, demo and handover area, and where possible a one way or limited access route within the building and offices. The measures are designed to limit all 3rd party entry to the premises or to ease the flow of traffic for our own staff within the premises

Hygiene

The company will ensure that sufficient hand washing facilities including warm running water and soap are in place for all employees to be able to regularly wash their hands, should these not be available hand sanitiser will be made available.

If someone becomes unwell in the workplace the unwell person will be removed to an area which is at least 2 metres away from other people and then self-isolate at home for seven days.

Break areas will be regularly cleaned and wiped down, where applicable they will be well ventilated and as the weather improves and when safe to do so employees will be encouraged to take breaks outside.

Should specific PPE be required to work safely this will be provided at no cost by the company.

Sickness

Once symptomatic the employee is to self-isolate at home and not return to work until at least seven days from symptoms first presenting.

The employee must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill

When anyone in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Front Line Operational Staff

Operational staff will try and limit their exposure to others within the context of their role. Should they suspect a colleague of being ill they will highlight to their Line Manager.

Social distancing shall be observed at times possible, however where working in close proximity is needed, PPE shall be worn at all times and this work shall be kept as brief as possible. PPE wise staff are expected to wear face shield, face mask & gloves at all times during close working.

For office staff social distancing shall be observed, a one way system is in place in the office and factory, staff are not to congregate and as much as possible

discussions should be held on the internal phone systems to limit movement round the building.

The buildings common surfaces shall be cleaned twice daily and anti bac with a min 70% alcohol is at all entrances and exits. Gloves should be worn when handling freshly delivered materials.

Should one member of the team become symptomatic they will self-isolate, their co-workers will be allowed to work if they remain asymptomatic but must be mindful of their own personal fitness to work.

Homeworking

The company will continually monitor the situation, nationally and locally, when appropriate the company will ensure that where applicable employees that are able to homework will be given the facilities to safely do so.

Employees will be required to carry out a simple risk assessment of their home working environment to ensure that risks are minimised and the company will provide appropriate facilities to ensure the employees safety when homeworking, due to the risks of cross contamination the company will NOT be carrying out a full home working risk assessment.

Non-Essential Meetings

Employees will be discouraged from attending non-essential face to face meetings. Prior to any meeting the employee will establish if the person they are meeting with is feeling well and non-symptomatic, should they employee suspect that the person is symptomatic they are to politely leave the meeting immediately.

Good Neighbours

The company will ensure that they are a good neighbour are will be mindful of those individuals affected by or in close proximity to their business, where applicable the company will endeavour to offer to help and assistance to vulnerable.

Vulnerable People

The company will risk assess all staff to determine which are vulnerable and will ensure that appropriate control measure are in place to limit the exposure risks to the employee.

COVID-19 FACTSHEET

Reporting sickness

Should an employee become symptomatic they must report the sickness in line with the company's normal sickness reporting procedures. They must not attend work until discussed with their line manager or the HR team.

Who are vulnerable?

This group includes those who are:

- Aged 70 or older (regardless of medical conditions)
- Under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):
- Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- Chronic heart disease, such as heart failure
- Chronic kidney disease
- Chronic liver disease, such as hepatitis
- Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy diabetes
- Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- Being seriously overweight (a body mass index (BMI) of 40 or above)
- Those who are pregnant

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 at this point. 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 office or workplace will be contacted by the PHE local Health Protection Team 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. and is outlined later in this document.

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 will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation advice sheet
- 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 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.

If you have coronavirus symptoms:

- Do not go to a GP surgery, pharmacy or hospital
- You do not need to contact 111 to tell them you're staying at home
- Testing for coronavirus is not needed if you're staying at home
- Plan ahead and ask others for help to ensure that you can successfully stay at home and consider what can be done for vulnerable people in the household
- Ask your employer, friends and family to help you to get the things you need to stay at home
- Wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser
- If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus service. If you do not have internet access, call NHS 111. For a medical emergency dial 999