



## Joseph Ash Ltd Health and Safety Procedure – Dealing with Epidemics

Revision No: 1.3

### Introduction

This procedure applies to all Joseph Ash, Joseph Ash Medway and Premier Galvanizing employees, visitors (expected to be minimised) and contractors and has been developed to help prevent the spread of epidemic diseases to our employees, customers, friends and family.

Note that in the food industry, the principles of hygiene are simple; clean your hands before and after dealing with food and if touching your face, eating, picking things up off the floor, etc. This prevents the transmission of germs, bacteria and viruses. The procedures below expand on this simple rule in the context of our own business.

All these principles are just as valid away from work too and will help protect your families. *Managers should note that the more stringent and visible your precautions, the better the confidence and wellbeing of your employees and the public's perception of your business.*

### Before the next epidemic

- Stocks should be maintained at all times ready for such an emergency, including anti-bacterial cleaners, wipes, sanitiser gel, rubber gloves, visors and face masks. Where there are perishable elements to these, such as rubber or elastic, these stocks must be rotated. (Joseph Ash Medway is a constant user of facemasks and all maintenance teams use gloves.)
- A remote temperature reader should be kept in good working condition at every location and should be monitored regularly by the Safety Officer.
- A stock of laptops should be maintained by IT ready for emergency home working. At the end of each emergency, home-workers should return their machines to IT for cleansing and safe storage.
- Install wall-mounted sanitiser dispensers outside every washroom, canteen and kitchen. Encourage their use to establish good habits and prevent the spread of more common diseases.
- Encourage customers to send purchase orders by email only.

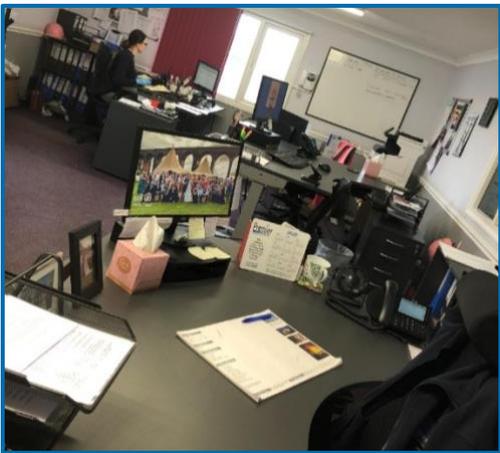
### General precautions when an epidemic is threatened

- Anti-bacterial gel must be issued to every single employee at the earliest opportunity for use at work and outside.
- Use alcohol hand gel and wash your hands thoroughly as often as possible, especially after handling anything touched by another, including pens, parcels, post, invoices, door handles, kitchen equipment, etc. and especially before handling food or drinks.
- Stop shaking hands with anyone, both socially and at work.
- Minimise the passing of information on paper – use electronic information where possible.
- Cover your nose and mouth with a tissue when you cough or sneeze. Bin it and sanitise your hands with gel.
- Gel your hands before touching any kitchen equipment including cups, cutlery, water dispensers, etc.
- Vending machines must be switched off or rigorously wiped with anti-bacterial cloth after every use.
- Make your own drinks and do not handle another person's crockery.
- Sanitiser must be used before entering kitchen or mess-rooms.
- Wash your hands with soap and hot water often, especially after using the toilet. Use hand sanitiser gel if soap and water are not available and especially after you have touched washroom taps or door handles on exit. But be aware that your hands will still become unclean as soon as you touch anything handled by others.

- Avoid touching your face (or anything that might touch your face) unless you are certain your hands are 100% clean. Also be aware that when you do, your hands become a risk to others should you be a carrier.
- Everyone should treat themselves and everyone they meet as a potential carrier of the disease.
- Avoid close contact with people and maintain at least two metres between yourself and others – more is better and wind direction should be taken into account.



- Move desks and workstations as far apart as possible.



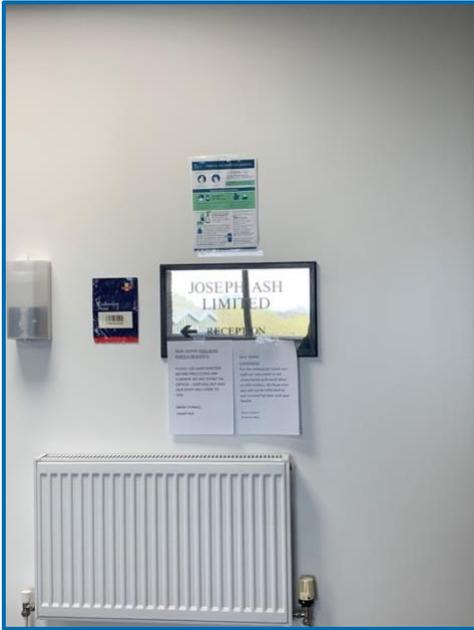
- Where making deliveries or collections, do not share pens to sign documents, but rather request others use their own to sign. It may appropriate to photograph the recipient's signed copy and have the image printed by office staff (messaging will reduce the load on IT systems). See below.

### Receiving goods and parcels

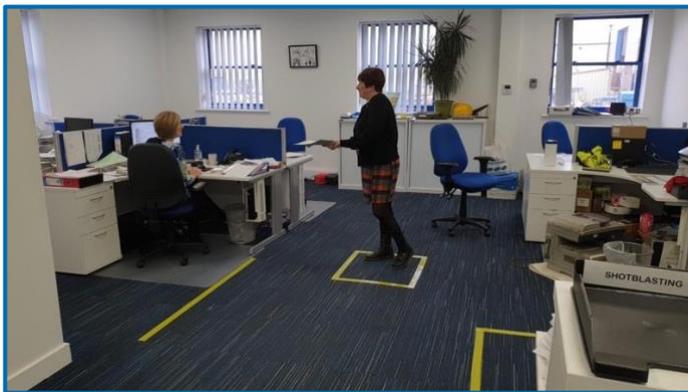
- Install Perspex shields where necessary
- Post and parcel personnel should not enter offices. Meet them in a porch-way or if necessary, reception and politely refuse to sign any document or machine. Cleanse anything delivery staff touch.



- Ask visitors to follow our site rules and if they are not prepared to, request that they leave site, and then report the incident to Management.



- Maintain personal distances (at least 2-3 metres)



- Do not share pens or other equipment.
- Wash hands or use sanitiser if you touch anything.
- Treat any retained paperwork as toxic: wipe or spray with anti-bacterial cleanser and leave to dry, or place in a secure location for as many days as possible. Packaging must be securely binned.
- Clean items delivered to site with wipes where they will not be handled with gloves i.e. stationary packs, etc. For large items, a period of storage may be appropriate to allow any virus to die off – listen to government advice on this point.



## Deliveries to a customer

- If you are in any doubt about your own health (or the health of any family member in your home) or, **do not travel**.
- Avoid service stations and, particularly, layby cafes. Take your own food and drinks when you travel.
- Wear all PPE including visor before leaving your vehicle.
- Maintain personal distances (at least 2-3 metres) at the customer's site.
- Do not share pens to sign any paperwork.
- Adhere to customer site hygiene instructions if they are as good as ours. Telephone your manager for advice if they are not. Do **not** compromise your health.
- Stay away from your vehicle whilst it is being loaded and remain outside in a safe location, away from other people.
- Place paperwork handled by a customer in a separate folder and sanitise your hands immediately before touching any part of your vehicle or self.
- Use sanitiser every time before you leave your cab and immediately when you return to your cab.
- On return to base, hand in your document file and immediately sanitise your hands.
- Wash hands and use sanitiser frequently.
- Regularly clean your vehicle contact points i.e. door handles, grab-handles, controls, steering wheels, external lock box handle, tacho etc, especially if anyone else has contact with or comes close to your vehicle.



- Drivers are provided with disposable gloves, which are to be applied before leaving the cab and removed before climbing back into the cab. These are to be disposed of daily in a waste bag kept in the vehicle's external lock box. NB: remove gloves before opening cab.
- Treat your heavy working gloves with caution and store in your external lock box, not your cab.

## Personnel handling paperwork

- Junk mail should be binned without opening. Sanitize hands after handling.
- All customers should be advised that purchase orders and their consignment notes (re. black material) will only be accepted by email.
- Post should be opened carefully to allow the contents to fall onto a clean surface (i.e. a clear table that can be sanitised after use), and envelopes dropped straight into a bin. Treat contents with caution and sanitise hands after handling. Where possible, and small cheques could be included in this, leave for 72 hours or more before handling again.

- All signed Joseph Ash delivery notes are to be quarantined for as long as possible, but with an absolute minimum time of 72 hours (a month is better). Other copies should be used for invoicing. Drivers and office staff must sanitise hands after handling.
- When eventually processing delivery notes, office personnel must still sanitise their hands after handling, or wear disposable gloves. Do not lean on them and clean your desk afterwards.
- All gloves or other disposable items are to be placed in a waste bag for these items only and this is to be safely disposed of daily.
- Any customer paperwork still left with drivers or Goods In\Out staff should be handled in the same way as above. If it cannot be left 72 hours, consider photographing and printing. Remind the customer of the need for emailing only.

## Shifts

- Minimise shift numbers. It may be better for natural spacing reasons to have two six-men shifts rather than one of twelve. Combine duties where it is safe to do so.



Hull's Safety Officer at the kettle

- To help prevent cross contamination between shifts, ensure that there are gaps between changeovers e.g. no clock-in before 2.05pm after a.m. shift has left, or on-coming shift changes 15 minutes *before* end of off-going shift moves out of the way. Health is more important than a minor loss of time or efficiency.
- Do not share cars when coming to work.
- Change into overalls by your car if possible, to avoid contacts in the changing room.
- Employees should be questioned about their health by a Supervisor before being allowed to enter the premises (instances have occurred of people attending work feeling unwell). Whilst waiting to speak to the supervisor, employees should keep at least 2m apart. Floor marking helps.



- Stagger break times to limit the amount of people in changing rooms, smoking shelters, canteens, etc. Set low maximums.



- Where personnel can take breaks outside, well-spaced, e.g. in their cars, this should be encouraged.
- Employees entering and leaving must maintain at least 2m spacing whilst waiting to use the clock. Floor marking will help.



## Cleaning

- A detailed anti-bacterial cleaning programme, space by space, should be drawn up and initiated immediately. Cleaning intervals must be considerably reduced.
- Re-allocation of a diligent employee to carry out this task continuously during shifts, focussing on sanitising handles, mess-rooms, toilets, etc. is much appreciated by colleagues and helps reinforce the importance of all these procedures. A “Forth Bridge” approach, returning frequently to sensitive areas such as kitchens and mess-rooms is appropriate.



- A local deep-cleaning firm should be pre-vetted, commence regular deep-cleans and be kept on standby for particular situations where risk is felt to be raised.

## Travel

All non-essential travel, including travel between divisions and/or head office, should be curtailed. Essential travel is considered as:

- Delivery and collection of products.
- Meetings with customers concerning issues i.e. quality, venting, etc. that cannot be adequately covered in a telephone/Skype call.
- Auditing (H&S/quality/environmental for legislation purposes) only to the extent that this cannot be deferred, Facetimed or handled locally.
- Interviewing new *key* personnel (consider alternatives i.e. Facetime, etc.). Non-key recruitment should be suspended.
- Emergencies (breakdowns, H&S, quality, production, etc.) that cannot be adequately covered in a telephone/Skype call.
- Morale or well-being reasons.
- The above list is not exhaustive and may require sensible judgement on a case-by-case basis.

## Essential visits

Where you do absolutely need to travel:

- Keep sanitiser and wipes in vehicles to use before and after visits and if calling for fuel.
- If you are in any doubt about your own health (or the health of anyone living in your home), **do not travel**.
- Maintain personal distance of 2-3 metres (at a minimum), bearing in mind wind direction.
- Politely decline offers of drinks and food. Take your own food and drinks, avoiding fast-food outlets or shop food.
- If possible, meet with people outside or in large well-ventilated areas.
- Do not use site or client pens to sign into visitor books, but ensure you have your own to hand. Better still, politely decline to do so.

## Communications

- Keep employees up to date with your precautions, rules and the reasons that they are necessary. Start with the simple stuff and build up.
- Post communications to absent employees.
- Speak often with union officials and obtain their support.
- Conduct daily management meetings at each site.
- Consider daily conference calls with fellow managers in other plants to share ideas and best practise.
- Ensure posters and information messages are displayed in all offices and throughout the working areas.
- Key messages to be translated for non-English speaking employees.
- Use Occupational Health experts to monitor and support isolated employees and ensure quickest return to work.
- Copies of key briefings/updates to be posted to absent employees.

## Auditing

- Switch Safety Officer priorities to disease precaution monitoring and policing.
- Treat repeat offences as a breach of SSOW. (Some latitude may be needed to allow changes of habit to establish and keep people on side.)
- Record and monitor behaviours and sickness.

## When employees possibly have the disease

- If you have symptoms of the coronavirus infection (COVID-19), however mild, **stay at home** and do not leave your house for seven days from when your symptoms started. You must obtain the permission of the Divisional Manager before returning to work.
- If someone becomes unwell in the workplace, they should be sent home immediately. If they are incapable of doing this, they should be removed to an area which is at least 10 metres away from other people whilst you call 999. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so. Clearly no-one should get close – 10m minimum if possible. They should be reminded to avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket, then throw the tissue in the bin. If they don't have any tissues available, provide them with some (safely). Alternatively, they should cough and sneeze into the crook of their elbow.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available or it should be wiped down before anyone else is permitted to use it.

- Clean everything they or emergency services may have contaminated after they have left. Any staff who have assisted should go straight home, bag their clothes or put them straight in the wash and shower and cleanse thoroughly.

#### **If an employee has been confirmed as having COVID-19 or similar**

- Ensure his/her working area, office and locker is deep cleaned.

#### **If an employee is pregnant or particularly vulnerable**

- Ask him or her to work from home wherever possible and avoid contact with anyone displaying symptoms.
- Follow Government advice, currently:

*Anyone who falls into the high-risk category i.e. over 70, has underlying health concerns (undergoing chemotherapy, anyone instructed to have the flu jab, chronic respiratory diseases, chronic heart, kidney or liver diseases) should work from home and self-isolate. The government are advising that people falling into this group should self-isolate for 12 weeks and avoid contact with others and where this is not possible, keep a distance of at least two metres.*

#### **If someone in my household is displaying symptoms**

- Government advice is that if anyone in your household is displaying symptoms of Coronavirus (COVID-19), then you should self-isolate along with the rest of the household for 14 days. This starts from when the first symptoms were noticed. If you are self-isolating, there is no need for you to be tested.

**PROTECT OTHERS...PROTECT YOURSELF... PROTECT YOUR FAMILY**