

ECOBAT LOGISTICS UK COVID-19 CONTROLS

Ref SM43

The control measures in place at Ecobat Logistics are following government guidance via Public Health England (PHE) and is continually under review and likely to change.

This document was last updated on **8th July 2020**

The company works with employees reviewing effectiveness of controls and seeking better methods to ensure highest practical level of protection of all on site from COVID-19. Information is distributed via discussions with workers, IT systems, communication screen, use of poster information. Please also see Ecobat Logistics COVID-19 Procedure SM42.

1. Information

Information includes government guidance on COVID-19 symptoms and hygiene practices and specific site rules such as social distancing and reduced employees permitted in particular areas of the site.

2. Entry and behaviour procedures on site

Essential employees are permitted on site, those who can and are able to work from home do so with staggered visits to the office where required.

Contractors and visitors (including customer visits) may be permitted on site when deemed necessary and safe by a member of the leadership team. Auditors should be completed where possible on Video Conferences, emails etc, if not possible time on site should be kept to a minimum once visit authorised by a member of the leadership team. All contractors, visitors and auditors if authorised to attend have their temperature taken on arrival to site inline with COVID-19 Procedure SM42. The following three questions will be asked to all contractors, visitors and auditors:

1. *Are you currently experiencing fever or any flu-like symptoms (new continuous cough, high temperature, runny nose, sore throat)?*
2. *Have you been in contact with a confirmed coronavirus (COVID-19) patient in the past 14 days?*
3. *Is anyone in your household self-isolation for 7-14 days?*

If the answer is YES to any of the above, they are not permitted to enter site.

We advise to not car share for travel to work, this is part of PHE general guidance to maintain social distancing. Any persons who have symptoms must follow PHE guidance including self-isolation for 7 days keeping the company informed. Any person who has had close contact with a person with a confirmed case of COVID-19 (informed via NHS Track & Trace) must self-isolate and attend a COVID testing, keeping the company informed. Body temperature is one of the symptoms of COVID-19 the company have a thermometer available on site for when concerns are raised. Employees are advised to take temperature at home prior to commuting to site. Anyone with a temperature above 37.5°C must assume symptom of COVID-19 and not be permitted to travel to work and contact departmental manager where testing can be arranged.

For those who are on site then the up to date guidance for employees must be followed this includes;

- Modified shift starts, breaks and finish times to achieve social distancing in welfare facilities
- Regular hand washing
- Number of employees permitted in particular areas on site at any one time
- All drivers to remain in vehicles during offloading / loading procedure
- Relocation of certain work areas
- Use of PPE
- No meetings of people where social distancing cannot be achieved

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3. Control measures for off-site collections

We are closely monitoring and following the government and Waste Industry Safety and Health Forum (WISH) guidance whilst completing customer collections.

The below are the controls currently in place, which are being reviewed on a daily basis:

- Where reasonably practicable, one driver permitted to one collection vehicle at any one time
- Each vehicle contains hand sanitizer points
- Alcohol cleansing wipes are in all vehicles for use on all surfaces which are cleaned periodically throughout the day (attention on door handles, dashboard, steering wheels, hand-brake lever and other controls such as indicator stalks. This also includes any external controls such as lifting equipment control buttons.
- Waste disposal container for staff to place gloves, wipes etc. following completing collections – disposed of at return to EBL Darlaston
- Each employee issued with personal thermometers, who record their temperature at the start of each day.
- Employees must maintain social distancing whilst on customer sites
- Consignment notes to be signed by employees with verbal communication with customers
- Each vehicle is equipped with PPE which includes the below (*replenished each time returned to site*):
 - Nitrile gloves
 - PVC gloves
 - Disposable face masks (FFP2 minimum)
 - Disposable coveralls
- When employees are sharing a vehicle and are unable to maintain a 2-meter distance:
 - they must wash their hands for 20 seconds or longer before getting into, or after getting out of, the vehicle, or use hand sanitizer where hand washing is not possible.
 - windows of the vehicle should be open for ventilation, and employees must always be careful to avoid touching their face.
 - Employees are should still be advised to keep 2 meters apart as much as possible.

4. External Suppliers' access to site

- External suppliers may interact with employees at the office reception and customs.
- Controls within the customs office – only 1 person permitted within the office area at any one time. Counter tops cleaned regularly. Do not share pens. Gloves to be worn when handling paperwork.
- Controls within reception area – no direct access to offices, maintain social distancing during any communication in reception area. Area cleaned on regular basis. Items such as post, and small packages are left for collection.

5. Cleaning and sanitising on site

Cleaning and sanitising are fundamental actions, which, together with social distancing, can prevent the virus spreading.

The cleaning regime has been increased with particular attention to possible hand contact and transfer of COVID-19 (additional cleaner implemented).

Each area/office on site is set up with cleaning stations so that all on site and those who enter site can use. Paying attention to cleaning of surfaces, door handles, phones, refrigerators, milk bottles, taps and touch

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screens, all on site have been educated in PHE guidance and are expected to maintain high standards at all times. Following an assessment of circumstances and if considered necessary a specific contractor will be commissioned to deal with decontamination of areas or equipment that has been used by anyone who has symptoms of or confirmed case of COVID-19, the cleaning will follow PHE guidance.

6. Personal hygiene precautions

Personal hygiene is crucial to reducing the spread of COVID-19.

In all the toilets and common areas best practice posters are displayed containing information for personal hygiene cleaning procedures.

Use of hand sanitising gel is part of personal hygiene, dispensers are maintained for use by all in all areas on site.

Employees are encouraged to frequently wash their hands with soap and water, as this is preferable and excludes the need to use the gel.

7. Personal protective equipment

Operatives on site wear full body coveralls which are changed daily and sent for industrial cleaning.

Face masks are available for use on site and drivers have been issued with a number of these for each route.

Use of nitrile gloves are recommended for anyone involved in the collection process, sorting process, cleaning or handling of equipment that could be contaminated, note that hand to face contact is very significant in transfer of COVID-19 and can still take place while wearing gloves.

8. Management of common spaces

Common spaces are potential sources of contact and transfer of COVID-19.

Access to common areas is regulated, limiting number of people in order to achieve social distancing standard. Shift start, break and end times have been altered to ensure reduced number of employees in high traffic areas.

Air purifiers have been installed in high traffic areas along with increased cleaning regime.

Logistics office and customs office are restricted to one driver/visitor at any one time. No third party or own drivers are permitted within the weighbridge office. Maximum of three permitted within the operational office at any one time, operatives encourage to gain information/paperwork from office door.

9. Company Organization

Operations on & off site may be affected if the number of employees rapidly reduce due to COVID-19.

Maintaining correct skills for safe operation of the site will be reviewed each week by the leadership team.

Continual monitoring of employees who are not at work is essential and anyone off must keep the company informed of status.

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10.COVID-19 Case Management

The Company adopts the provisions of the COVID-19 Procedure SM42 to decide actions for the following circumstances;

1. Employee with temperature > 37.5°C found at home
2. Employee/Contractor etc. with temperature > 37.5°C found on arrival to site
3. Employee/Contractor etc. with temperature > 37.5°C found during working tasks on site
4. Employee with temperature > 37.5°C found during working tasks off site
5. Employee with similar symptoms to COVID-19 occurred at their home
6. Employee/Contractor etc. with similar symptoms to COVID-19 occurred working tasks on site
7. Employee with similar symptoms to COVID-19 occurred working tasks off site
8. Validation of a COVID-19 case in an employee by test results or diagnosed by doctor
9. Employee with symptoms of COVID-19 who had close contact with confirmed COVID-19 case
10. Non-symptomatic employee who had close contact with a COVID-19 case
11. Worker who attended a health facility where COVID patients are hospitalized

11.Security of personal data & Confidentiality

Information regarding personal medical data is still subject to GDPR and care must be taken to ensure that key facts required for managing COVID-19 are secured to avoid non compliance / breach.