

In order to maintain safe working conditions procedures will be under constant review, current controls will be communicated.  
 The document was last updated on **8<sup>th</sup> July 2020**

This guide covers general requirements for working procedures including social distancing, start times, clocking on / off, collections, break times, restroom and welfare area use, changing rooms, additional cleaning facilities etc.

Other control in line with government advice covering, working at home where possible, travelling for work, visitors to site etc, are currently in place and can be found in Coronavirus Controls document SM43.

The below table describes foreseeable situations and the requirements of the company and individuals. This is based on government guidance via Public Health England (PHE).

	CASE	THE EMPLOYEE / NATIONAL HEALTH CARE	THE COMPANY
1	Employee with temperature >37.5°C at their home	Employee consults NHS 111 online and/or GP, self-isolating for 7 days and informs the company, with regular updates on any developments	Employee begins self-isolation in line with PHE advice – HR must be informed at least 2 days before end of self-isolation of return to work. Implement COVID testing for employee on HMRC website.
2	Employee/Contractor etc with temperature >37.5°C on arrival to site? (with non-contact thermometer. Privacy: only on case of T >37.5°C the person is identified, and data recorded following GDPR)	Report to leadership, individual to return home – consult NHS 111 online and/or GP, self-isolating for 7 days and updates the company on developments.	Access to work refused, and individual advised to go home. Employee to provide update on discussion with NHS 111 online and/or GP on health status and isolation advice. Implement COVID testing for employee on HMRC website.
3	Employee/Contractor etc with temperature >37.5°C identified during working tasks on site	Isolates self from others on site, use of disposable mask. Promptly communicating with departmental Manager including information on activities, locations and interactions with others during work on that day, begins self-isolation 7 days.	People in this condition will be temporarily isolated. They will be asked to identify all areas they have worked in and people they have interacted with and will be asked to return to their home. Review work areas of individual and perform cleaning in the working area frequented by the worker in line with PHE guidance. Where possible cleaning will be by

		The employee returns to their home, consults NHS111 online and/or GP and updates the company on developments.	specialist contractor who is familiar with the PHE guidance. Implement COVID testing for employee on HMRC website.
4	Employee with temperature >37.5°C identified during working tasks off site	Isolates self from others. Promptly communicating with departmental Manager and returns to site. On return to site, driver is to stay in vehicle during offloading procedure and do not enter welfare area or other communal areas. Employee begins self-isolation 7 days. The employee returns to their home, consults NHS111 online and/or GP and updates the company on developments.	Relevant communication made to ensure no contact is made with operatives on return to site – ensuring confidentiality is met Vehicle is either quarantined for a minimum of 72 hours or where possible cleaned by a specialist contractor who is familiar with the PHE guidance. Implement COVID testing for employee on HMRC website.
5	Employee with similar symptoms to COVID-19 infection (sudden onset of at least one of the following symptoms: fever >37.5°C, cough, shortness of breath) occurred at their home	The worker remains at home, consults NHS111 online and/or GP updates the company on developments. Self-isolation 7 days Promptly communicating with departmental manager giving information on activities and locations of work and interactions with others at work on previous day.	Requires the worker to stay at home. Assess work schedule and review work areas of individual to decide if cleaning in the working area frequented by the worker should be performed. If required cleaning will be in line with PHE guidance and where practicable by specialist contractor. Implement COVID testing for employee on HMRC website.
6	Employee/Contractor etc. with similar symptoms to COVID-19 infection (sudden onset of at least one of the following symptoms: fever >37.5°C, cough, shortness of breath) occurred during working tasks on site	The individual who develops symptoms of infection immediately isolates self from others on site, use of disposable mask. Promptly communicating with relevant manager giving information on activities, work locations and interactions of work on that day. The employee returns to his home to begin self-isolation for 7 days, consults NHS 111 online and/or GP and updates the company on developments.	Isolates immediately the individual and provided with disposable masks. They will be asked to identify all areas they have worked in and interactions with others. They will have to return to their home. Review work areas of individual and perform cleaning in the working area frequented by the worker in line with PHE guidance. Where possible cleaning will be by specialist contractor who is familiar with the PHE guidance.

			Identify by discussion any "close contacts" with the employee and act in line with PHE for the "close contacts" this may be 14 days isolation. Implement COVID testing for employee on HMRC website.
7	Employee with similar symptoms to COVID-19 infection (sudden onset of at least one of the following symptoms: fever >37.5°C, cough, shortness of breath) occurred during working tasks off site	Isolates self from others. Promptly communicating with departmental Manager and returns to site. On return to site, driver is to stay in vehicle during offloading procedure if able to, if not vehicle is not offloaded. Employee does not enter welfare area or other communal areas. Employee begins self-isolation and completes COVID testing. The employee returns to their home, consults NHS111 online and/or GP and updates the company on developments.	Relevant communication made to ensure no contact is made with operatives on return to site – ensuring confidentiality is met Vehicle is either quarantined for a minimum of 72 hours or where possible cleaned by a specialist contractor who is familiar with the PHE guidance. Implement COVID testing for employee on HMRC website.
8	Validation of a COVID-19 case in an employee by test results or diagnosed by doctor	If employee has been diagnosed with COVID-19 then they must self-isolate, inform company and follow advice of Doctor / PHE. They will be required to help identify any close contacts by Doctor / PHE. Also, to establish those who have not had close contact.	The company must contact PHE promptly using number 03442253560. This will prompt PHE to do an assessment of circumstances and give instruction on how to proceed. It will involve identifying close contacts, possible further isolations for close contacts. They will give advice to those who have had "close contact" in terms of what to do if they develop symptoms. Any additional cleaning requirements not already done will be included in the assessment. Investigation required to identify if RIDDOR reportable.
9	Employee with symptoms of COVID-19 who had close contact with confirmed case of COVID-19	Remain at home in self isolation and complete COVID test. If symptoms persist, contact NHS111 online. Inform company and identify any other possible close contacts.	Isolates immediately any identified close contacts of the worker, they will be expected to complete a COVID testing keeping the company informed. Review work areas of individual and perform cleaning in the working area frequented by the worker in line with

			<p>PHE guidance. Where possible cleaning will be by specialist contractor who is familiar with the PHE guidance.</p> <p>Identify by discussion any "close contacts" with the employee and act in line with PHE for the "close contacts" this may be 14 days isolation.</p> <p>Implement COVID testing for employee on HMRC website.</p>
10	Employee showing no signs of COVID-19 who had close contact with confirmed case of COVID-19	Remain at home in self isolation and complete COVID test. Inform company and identify any other possible close contacts	<p>Isolates immediately any identified close contacts of the worker, they will be expected to complete COVID testing keeping company informed.</p> <p>Implement COVID testing for employee on HMRC website.</p>
11	Employee who has personally attended a health facility where patients with COVID-19 have been hospitalized	If established that close contact has taken place, then remain at home in self isolation and complete COVID testing. Inform company and identify any other possible close contacts. Consult with NHS111 online and or GP.	<p>Isolates immediately any identified close contacts of the worker, they will be expected to complete COVID testing keeping company informed.</p> <p>If required cleaning will be in line with PHE guidance and where practicable by specialist contractor.</p> <p>Implement COVID testing for employee on HMRC website.</p>

Definition of "Close Contact": considering that the epidemiological contact may have occurred within a period of 14 days before the commencement of the disease, the criteria for establishing the concept of contact with high risk of exposure (Source Circular Ministry Della Salute 27 February 2020) are:

- Person who lives in the same house of a COVID-19 case;
- Person who has had direct physical contact with a COVID-19 case (e.g. handshake);
- Person who had unprotected direct contact with the secretions of a COVID-19 case (e.g. touching used paper tissues with bare hands);
- Person who had direct contact (face to face) with a case of COVID-19, at a distance of less than 2 meters and lasting more than 15 minutes;
- Person who was in a closed environment (e.g. classroom, meeting room, waiting room, vehicle) with a case of COVID-19 for at least 15 minutes, at a distance of less than 2 meters;

Information on COVID-19: NHS111 online or PHE