

SCOPE

To ensure the on-going health, safety and wellbeing of our staff and anyone they may come in contact with while carrying out their workplace activities whilst working at Unit 145, Chloros Environmental will ensure the following control measures are adhered to and reviewed regularly to ensure compliance with updated guidance and government advice during the COVID-19 pandemic.

SOCIAL DISTANCING

All our staff are encouraged to practising the on-going 2 metre distance rule, where practical. To facilitate this:

- Desk clusters are restricted to two occupants on the diagonal.
- Hotdesking minimised, non-regular staff to use laptops (where issued) instead of sharing desktops.
- Only 1 person at a time in store cupboards or the server room.
- Only 3 people to use the Ground floor Canteen at any one time.
- Only 1 person to use the 1st floor Kitchenette.
- Only 8 people in the Board Room at any one time.
- Only 6 people in the Training Room at any one time.
- Only 4 people in the HR office.
- Breaks and lunch times are staggered to reduce demand on canteen facilities.
- Advised to maintain 2m when using the changing facilities/toilets at any one time.
- Give way system on the main stairs.

HOMEWORKING

Staff are to work from home, as required. Additional equipment required to make this work are to be requested from your Manager.

TEMPERATURE MONITORING

All staff, visitors, contractors, and drivers must have their temperature checked and recorded before entering Unit 145, following procedure [QMHS006c](#).

LATERAL FLOW TESTS

As part of our efforts to help keep our employees safe at work, it is expected that those regularly working at Unit 145 take a rapid flow test (LFT) twice a week, to prevent spreading the virus unknowingly. Chloros has a supply of test kits available for staff (see Rachel Coates), or for those working remotely, they can be ordered at <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.

The results of the test, either negative or positive should be reported via SafetyCloud2 or to the COVID Officer, via email or text. The results data will be held in confidence for a maximum of 14 days.

- Current designated COVID officer is Sarah Sharp.
- Contact details – sarah.sharp@chloros.co.uk or 07780 560348

If a lateral flow test gives a positive result, you are required to book a PCR test <https://www.gov.uk/get-coronavirus-test> the company request you do not attend UNIT145 while you await the results of the test. You and your household may have to self-isolate in accordance with government guidance depending on your vaccination status. You will need to inform your manager you are waiting for a test in the same way as if you were

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Responsible Person	Andrew Sawers	Status	Active

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displaying symptoms and follow the [COVID-19 Sickness Plan QMHS006b](#). A return to work plan will be agreed with your manager on a case-by-case basis.

VACCINATION STATUS

From time to time, you may be requested to provide up to date information of your vaccination status. This information will only be used in order to assess the ongoing risks to the health of the staff and the potential for business disruption. This information will be held in confidence by HR and shared with the appropriate senior management as required.

CLEANING

Contract cleaners are in every day and high touch points such as door handles, equipment etc. are cleaned throughout the day in additional to the standard cleaning routine.

Forklift trucks are wiped down by all drivers entering the vehicle.

HYGIENE FACILITIES

Hand sanitiser and anti-bacterial wipes for surfaces and equipment are available on each desk. Staff are encouraged to wipe down areas after they have been used.

ACCESS

To minimise cross contamination from contacts points at entrances, office staff are to use the main entrance, and warehouse staff to use the side entrance. The key fob entry system minimises the contact points to the door handle only.

Where health and safety regulations allow, doors left open to increase airflow during the day, then shut at night. Where fire doors are propped open for ventilation, these must be shut in the event of a fire alarm or evacuation.

VISITORS & CONTRACTORS

Visitors and contractors will require a briefing to make them aware of protocols, a signed declaration of health and take a Lateral Flow Test before attending site and must be escorted by their Chloros host. Drivers to only enter the premises to use welfare facilities and must be accompanied by Chloros Staff.

Staff that attend Unit 145 infrequently will be expected to take a LFT prior to their visit.

WELFARE FACILITIES

Additional facilities have been made available to allow for social distancing. The canteen is for use by warehouse staff, and the meeting room can be used as a break room for office staff when available.

PAPERWORK & ARTICLES

Minimise handling of hard copy documents and items and wash/sanitise hands before/after handling. Staff have dedicated items for their own use e.g. shrink wrap and pens.

VULNERABLE EMPLOYEES

Vulnerable employees are working from home. Measures to protect vulnerable employees returning to work in the office/site will be assessed on a case-by-case basis.

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PPE

Gloves are worn on site which discourages face touching. Used PPE is disposed of in bins which are routinely emptied by staff wearing PPE and designated as contaminated rags/PPE.

COMMUNICATIONS

Reminders are displayed in the workplace in key places e.g. at hand washing points, at entrances and exits, in toilets etc. Regular toolbox talks remind staff of measures in place. Nick Deacon monitors staff for compliance.

ISSUE AND REVISION DETAILS

Rev. No	Date	Details of change	Auth.
V1.0	18/06/20	First Issue	SS
V1.1	20/08/20	Added temperature checking and visitor declaration	SS
V1.2	27/05/21	Added lateral flow tests.	SS
V2.0	02/09/21	Renamed document. Added expectation for LFT.	AS /SS
V2.1	07/09/21	Reworded information around LFT's.	DB/AS

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