

# Coronavirus (COVID-19) Management Policy

Flavourfresh Salads Ltd



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## Addendum 2021

Governmental guidance relating to the Coronavirus pandemic is updated frequently and different approaches may be taken in England, Scotland, Wales and Northern Ireland which may impact on the accuracy and validity of this guidance. We therefore do not give any warranty, whether express or implied, as to the accuracy and validity of this guidance. You are solely responsible for keeping up to date with developments relating to the Coronavirus pandemic. To keep up to date, please read the information that your Government is sharing with the public which can be found at [www.gov.uk](http://www.gov.uk) and consult the NHS websites for health advice.

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# Statement of Management Policy

Flavourfresh Salads Ltd strives to provide a safe and healthy workplace for all employees, contractors and visitors.

This policy outlines the measures we are actively taking to mitigate the spread of coronavirus within our workplace and/or workforce. It is important to note, that the business will only operate when permitted to do so under current Government guidelines.

You are required to follow all these rules diligently, in order to help us sustain a healthy and safe workplace during these unique times. It is important that we all respond responsibly and transparently to these health precautions, and we assure you that we will always treat your private health and personal data with the highest confidentiality and sensitivity.

This Coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional Governmental guidelines when necessary and will be reviewed accordingly.

The Company will keep up to date and comply with the latest Government and Public Health information about the risk of coronavirus via the relevant Government websites and Government Briefings.

## Coronavirus

### What is the Coronavirus?

The World Health Organisation explains that coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome).

### What are the symptoms?

Symptoms include fever, a new continuous cough and/ or a change or loss of sense of smell and/or taste. Some people will suffer from mild illness and recover easily whilst in other cases, infection can progress to pneumonia. Reports suggest that the elderly, those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death.

### How is the virus passed on?

The virus is most likely to spread from person to person through:

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• Direct contact with a person while they are infectious;

• Contact with droplets when an infected person coughs or sneezes;

• Contact with surfaces that have been touched by an infected person.

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- Touching objects or surfaces (such as drinking mugs, door handles or desks) that were contaminated by droplets from an infected person, and then touching your mouth or face.

## Arrangements

### Shielding of vulnerable workers

As a business, we will follow relevant Government guidelines regarding the implementation of shielding for clinically extremely vulnerable staff. We will always encourage those individuals considered to be more vulnerable to the effects of the virus to work from home or continue to work from home if they already do so. If they are required to re-enter the workplace, we will ensure a person specific risk assessment is completed and appropriate COVID-19 Secure control measures taken.

### Staff Health and Self-isolation

Staff who are unwell with suspected COVID-19 (symptoms of infection: - new continuous cough, fever and/or a change or loss of sense of smell and/or taste) or who share a household with someone who has any of those symptoms should not come to work but must instead comply with the latest Government advice and self-isolate in their home.

Current government guidance states that if someone has been in close contact with a suspected or confirmed case of COVID-19 it is not necessary to close the business or workplace.

Affected workers will instead be told to self-isolate when they:

- have coronavirus symptoms and are awaiting a test result;
- have tested positive for Coronavirus (COVID-19);
- are a member of the same household as someone who has symptoms or has tested positive for Coronavirus (COVID-19);
- have been in close recent contact with someone who has tested positive and have received a notification to self-isolate from NHS test and trace.

The period of self-isolation will be for 10 days from the point of most recent contact with the person who has tested positive for coronavirus. However, if you get symptoms while self-isolating, you should self-isolate for 10 days from when your symptoms started, even if it means you're self-isolating for longer.

All staff who are self-isolating must inform their Manager as soon as possible that they will not be coming into work. Where staff have difficulties in continuing their work as a result of shielding, childcare or other caring responsibilities, these will be discussed on an individual basis.

All staff must follow our Sickness Absence Procedure if they become unwell.

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## General Hygiene Rules

Because the virus can be contracted via the handling of contaminated objects, handwashing is the best way to protect against COVID-19. The soaps we use can neutralize germs in our skin. In soap lather, a combination of molecules assembles into bubble-like structures that trap the virus and rinses it down the drain.

It is important to maintain high levels of personal hygiene by: -

- Washing your hands more often than usual and for 20 seconds each time, using soap and ideally warm water, particularly after coughing, sneezing and blowing your nose, or after being in public areas. Use an approved alcohol hand sanitiser if that's all you have access to and to supplement hand washing during the day;
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue. You must throw the tissue in a bin immediately, then wash your hands or use an approved alcohol hand sanitising gel;
- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people;
- Close the toilet seat prior to flushing the toilet;
- Open the windows in your area regularly (minimum 15 minutes opening, even when this causes some thermal discomfort) to ensure ventilation;
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent infection.

In addition, hand sanitiser is located at key entrance / exit points on each site, and in offices, canteens and meeting rooms.

Regular cleaning is undertaken with particular focus on more heavily used areas such as door handles, light switches, canteen furniture, worktops etc.

Staff are asked to ensure they wash hands after activities such as handling post, packages etc. Where possible the sharing of equipment / machinery will be avoided, where this is not possible then disinfectants / wipes etc. will be provided so equipment / machinery can be wiped down before and after use.

## Test and Trace

The Company will support the NHS test and trace service and advises all staff to support the voluntary initiative. By following instructions to self-isolate, staff who have had close recent contact with someone with Coronavirus will be protecting their family, friends, colleagues and other people around them, and will play a direct role in stopping the spread of the virus.

## Travel Restrictions

The Foreign Commonwealth Office (FCO) advise British people against all non-essential foreign travel except to those countries that are exempted due to no longer posing an unacceptably high risk to travellers. The FCO maintains the list of these countries. However, all foreign countries may still restrict travel within their borders without notice.

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Staff must inform their Line Manager if they intend to travel outside the UK for personal reasons during the pandemic. Ideally only travel abroad to those countries identified by the Government as exempt is permitted. You will find the latest information on these countries on the Government's website. Travelling in either direction between the UK and exempted countries does not require self-isolation. Holiday request forms have also been redesigned, to request if they are 'staying or leaving the UK', 'which country'.

If you visit a country not identified as exempted, when you arrive back, you will need to self-isolate at home (or another designated address) for 10 days and will not be permitted back at work within that timeframe.

There are a number of groups who are exempt from these quarantine requirements, a list of which can be found on Government websites. One of these groups is the company's seasonal workers, who live and work on site. They are allowed to work on site from day one but must isolate for the first 10 days upon arrival to the UK and do not leave company premises until 10 days' quarantine period is over and they have not tested positive for Covid-19 during this period of time.

## Social Distancing

Social distancing was introduced to reduce the spread of coronavirus infection both at work and in public. In addition to employees working from home (where possible/practicable), the company will ensure that employees are able, where possible, to follow guidelines on social distancing within the working environment. Should it not be possible to adhere to social distancing requirements for any reason, the company will undertake specific risk assessments in consultation with the workforce for each scenario in order to determine and subsequently implement appropriate controls.

A number of specific control measures have been implemented which include:

- Physical barriers / screens;
- Zones for the collection of labels from the print room;
- Staggering shift patterns / start times / break times;
- Managing communal areas such as re-arranging seating to manage social distancing.

## Hand Hygiene

Good hand hygiene measures will be promoted throughout the company. These will include the provision of hand washing stations at strategic locations within the premises. These will be complemented by the provision of approved alcohol hand sanitising gels at other key locations. Furthermore, workers/ contractors/ visitors will be reminded of good hand washing techniques (e.g. wash hands with soap and water often for at least 20 seconds or using an approved alcohol hand sanitising gel).

## Face Coverings

The Government recommends generally advises wearing face coverings in enclosed public spaces where social distancing is not possible or where workers are more likely to come into contact with people they do not normally meet.

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As part of our policy and in line with Government recommendations the wearing of face coverings will be mandatory in the packhouse at Aldergrove. Signage will be clearly

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displayed to identify where face coverings must be worn to this effect. Staff and visitors are welcome to wear their own face coverings. Face coverings do not need to be medical grade however should be free from loose parts such as sequins / stones / crystals / buttons etc., clean and cover both the nose and mouth. Visors and snoods are also acceptable forms of face coverings.

We will continually review face covering requirements in line with government advice, but also will regularly review the area within the business where the face coverings are no longer required or are mandatory, as appropriate. Where an employee is required to wear a face covering, but is exempt from wearing a face covering, they will need to provide the necessary confirmation e.g. letter from a medical professional detailing the employee is exempt and reason why. This is to ensure that we can make reasonable adjustments to ensure safe working.

## **Non-essential visitors and contractors**

Any visitor or contractor visits will be strictly managed, ensuring that the persons visiting confirm prior to the visit that they do not have any relevant symptoms or are otherwise at increased risk of cross infection. Hand washing, temperature check and Covid-19 declaration form, must take place upon arrival to the business.

## **Workplace Coronavirus Testing**

As one in three people who are infected with COVID-19 have no symptoms, they could be spreading the virus unknowingly within the workplace. To counter this concern, the business will continue to run a programme of rapid testing using lateral flow testing. This testing will help to identify those workers who may be carrying the virus and be contagious, but not have any symptoms.

Whilst recognising the accuracy limitations of the tests, by providing repeated testing, we can improve our chances of identifying a positive case before it causes an outbreak in the workplace. A positive test result requires workers and anyone that they live with, or are in a support bubble / cohort with, to self-isolate for 10-days and seek further testing (a PCR test).

A negative test result however, is not a guarantee that a worker does not have COVID-19, therefore workers must continue to follow our COVID-Secure control measures as outlined in this policy and the business' procedures.

A separate detailed testing procedure has been adopted and must be adhered to.

## **Vaccination**

Whilst it is not mandatory within the UK to be vaccinated against COVID-19, the business will support the Government's vaccination programme by encouraging workers to voluntarily accept their vaccination. Staff will however not be obliged to participate in the programme. The business will continue to promote and reinforce a COVID-19 Secure working environment for as long as required. Where workers have a medical reason preventing them from being vaccinated, the business will continue to identify through

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risk assessment whether alternative working arrangements are required on a case by case basis.

## Monitoring and Reviewing

This policy will be continuously monitored and updated to take account of any changes to the official advice provided about coronavirus.

The business recognises we cannot completely eliminate the risk of COVID-19, we will continue to do everything reasonably practicable to minimise the risk.

Policy review date: Regularly - in line with Government Guidance or in one months from the date of signing (whichever falls sooner)

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