

# 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?

The main symptoms include fever, a new continuous cough, sore throat, headache, 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:

- Direct contact with a person while they are infectious;
- Contact with droplets when an infected person coughs or sneezes;
- 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.

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# Arrangements

## Staff Health and Self-isolation

Staff who are unwell with suspected COVID-19 (symptoms of infection: - new continuous cough, sore throat, headache, fever and/or a change or loss of sense of smell and/or taste) 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 staff 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) and are not fully vaccinated.
- 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 and are not fully vaccinated.

Not fully vaccinated - The current period of self-isolation is 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.

Fully vaccinated – Self-isolation starts from the first day symptoms develop, or a positive covid-19 lateral flow test is produced. If lateral flow test are returning a negative result but symptoms persist, it is recommended that a PCR test is carried out. If all tests produce a negative result, isolation can end and return to work. If, however, a positive result is returned a 10-day isolation period must then start. This period, however, can be reduced from day 5 onwards if a negative lateral flow is returned for two consecutive days.

All staff who are self-isolating must inform their Manager as soon as possible that they will not be coming into work.

All staff must follow our COVID-19 Sickness Procedure if they become unwell whilst at work.

## 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 on 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 therefore important that all staff maintain high levels of personal hygiene by: -

- [nfumutual.co.uk/rms](https://www.nfumutual.co.uk/rms)
- **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**

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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 good ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent infection.

## Test and Trace

The business will support the NHS Test and Trace service and advises all staff to support the 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

Whilst non-essential travel restrictions have been lifted, the Government still advises against foreign travel to those countries that have been designated red on the traffic light system introduced by the Global Travel Taskforce. In addition, all foreign countries may still restrict travel within their borders without giving notice.

As a result of this the business will continue not to schedule international travel for work unless it is essential.

Staff must inform their Line Manager if they intend to travel outside the UK for personal reasons during the pandemic.

Staff must always follow the Government's self-isolation rules when returning to the UK.

## Physical Distancing

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

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## Hand Hygiene

Good hand hygiene measures will be promoted throughout the business. 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, staff/ 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

Face coverings are no longer legally compulsory for staff. The Government does however still recommend the wearing of face coverings in enclosed public spaces where physical distancing is not possible or where staff are more likely to come into contact with people they do not normally meet.

Therefore, based upon the findings of our COVID-19 risk assessment, we will ensure staff who are required to wear face coverings do so. Otherwise, face coverings do not need to be worn in the workplace, as the hygiene measures, physical distancing arrangements and close management of non-essential visitors and contractors will negate the need for them. We will, however, continue to support staff if they choose to wear a face covering for reasons of comfort or peace of mind.

## Visitors and contractors

We will continue to minimise the number of non-essential visitors to site to ensure that the threat of cross infection is reduced. Instead, meetings will be held by phone or video conferencing where practical.

Any visitor or contractor visits that are deemed to be essential 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 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 has rapid testing available in the form of lateral flow tests. These tests are freely available and will help to identify those staff 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 staff to self-isolate for 10-days with a chance of reduction depending on vaccination status.

A negative test result, however, is not a guarantee that a staff member does not have COVID-19. Therefore staff must continue to follow COVID-Secure control measures as outlined in the government guidance.

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## 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 staff 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 it is required. Where staff have a medical reason preventing them from being vaccinated, the business will continue to identify through risk assessment whether alternative working arrangements are required on a case-by-case basis.

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