

## HSMS – 2.9 Coronavirus (Covid19) Policy Guidelines for Employees

We are living through times never been seen before at either work or at home. Having assessed the information published by Government all employees should adhere to the following policy:

### What is the coronavirus?

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. This strain, covid-19, is a new strain of coronavirus first identified in Wuhan City, China in January 2020. The impact of the Coronavirus (Covid19) in the UK is a source of focus for many organisations at the moment, including the Governments of European countries. Tinsley Bridge Group's primary focus is the safety of our employees, suppliers and customers; therefore, the following measures are being implemented to support the efforts to contain the impact of the virus.

### What are the symptoms?

The following symptoms may develop in the 14 days after exposure to someone who has covid-19 infection:

- A persistent cough
- A fever (Temperature of 38.1>)
- Shortness of breath / Respiratory distress.
- Loss of taste &/or smell

If you are worried about symptoms, please call [NHS 111](https://111.nhs.uk) or go to the [NHS 111 coronavirus advice website](https://111.nhs.uk/coronavirus). **Do not go directly to your GP or other healthcare environment.**

Businesses operating in the UK owe a duty, both in tort and statute, to their employees and third parties, to safeguard their health, safety and well-being, which may be adversely affected by their business activities.

It is reasonable, therefore, that we should take the precautionary measure of testing the temperature of all employees on their arrival at work in the current circumstances. This will be achieved using a non-contact infrared thermometer.

This is a reasonable precaution under the current circumstances and any employee refusing to have their temperature taken will be sent home to self-isolate for 10 days.



## Skin temperature check:

### Synopsis:

Skin temperature refers to the temperature of the outermost surface of the body. Normal human skin temperature on the trunk of the body varies between **33.5** and **36.9° C** (92.3 and 98.4F)

A high temperature (fever) is generally considered to be **38.1°C** or over.

### Skin temperature check methodology:

- 1) Stand directly in front of the non-contact, automatic infrared thermometer with your forehead 2 > 4cm away.
  - o Your temperature will display on the infrared thermometer digital display screen.
- 2) Record your temperature and the time of temperature check on the appropriate temperature register (TBL / TBS / TMK / Visitor) which are located on a table adjacent to the temperature station.
- 3) If the employee's temperature is within normal parameters of 33.5 > 36.9°c the employee can proceed to their normal place of work. If the employee's temperature is over 38.1°c the employee **MUST** be instructed / placed away from all other persons into a place of isolation, such as an office or the first aid room for 20 minutes at which point the employee's temperature **MUST** be rechecked. If the employee's temperature has returned to within normal parameters, they can proceed to their normal place of work, however, if their temperature is still 38.1°c or above the individual **MUST** be sent home to self-isolate and get a PCR test & await results. You must self-isolate if you test positive. You must self-isolate from the day your symptoms started and the next 10 full days, or from the day your test was taken if you do not have symptoms and the next 10 full days. This is the law, regardless of whether you have been vaccinated.

The same applies to contractors and visitors, normal temperature, proceed with site visit, abnormal temperature, the person **MUST** be instructed / placed away from all other persons into a place of isolation, such as an office or the first aid room for 20 minutes at which point their temperature **MUST** be rechecked. If their temperature has returned to within normal parameters, they



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can proceed with site visit, however, if their temperature is still 38.1°C or above they MUST be instructed to leave site.

As already communicated, any employee who is self-isolating or is sent home to self-isolate will be paid statutory sick pay from the first day.

**Note:** You may be able to end your self-isolation period before the end of the 10 full days. You can take a daily LFD test from the **sixth day** of your isolation period, and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. You should not take an LFD test before the sixth day of your isolation period, and you should only end your self-isolation following 2 consecutive negative LFD tests which should be taken at least 24 hours apart.

**What to do if someone develops symptoms of coronavirus (COVID-19) on site**

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they will be sent home and advised to follow the Government stay at home guidance.

**First Aider Control Measures:**

In the event of an employee been taken ill at work with signs and symptoms of the Coronavirus, first aiders MUST implement these actions:

1. Stay clear of the person until you are safe to approach.
2. If the person is clearly in respiratory distress (struggling to breath) call 999 immediately.
3. Go to the nearest first aid station, collect first aid equipment and required PPE. (Disposable coverall/Apron / FFP3 Mask / Face shield / Disposable gloves)
4. Don PPE
  - a. Disposable coverall/Apron
  - b. FFP3 Mask
  - c. Face shield
  - d. Disposable gloves
5. First aid
  - Complete initial first aid, "D" Danger, "R" Response. "A" Airway and "B" Breathing.
  - If the person is clearly in respiratory distress (struggling to breath) call 999 immediately.



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**Note-** If this is only a non-life-threatening issue, where possible get a member of their family to drive them to hospital. If this is not possible then a decision will have to be made to ignore social distancing requirements if you have to drive them to hospital – or alternatively you may have to wait for the ambulance.

6. Clean up the area thoroughly using hot water and soap, (washing up liquid or disinfectant)
7. Finally, remove PPE
  - a. Remove face shield
  - b. Remove disposable coverall/apron.
  - c. Remove FFP3 mask and lastly
  - d. Remove disposable gloves, stripping them from the hand by holding the cuff and pulling forward down the hand to effectively turn the glove inside out.
  - e. Once all PPE is removed, dispose of items, b, c & d and sanitise the face shield with anti-bacterial wipes for re-use then thoroughly wash hands with soap and hot water for a period of at least 20 seconds. (Back / Front & Between Fingers)

If an employee has helped a colleague who was taken unwell with a new, continuous cough or a high temperature, they **do not** need to go home unless they develop symptoms

themselves. They should wash their hands thoroughly for **20 seconds** after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

Employees who are in a vulnerable group are strongly advised to follow social distancing guidance.

**This group includes those who are:**

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (i.e., anyone instructed to get a flu jab as an adult each year on medical grounds):

**Clinically extremely vulnerable people:**

- Solid organ transplant recipients.
- People with specific cancers:
- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment



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- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

**Note:** There are some clinical conditions which put people at even higher risk of severe illness from COVID-19. If you are in this category, the NHS in England will directly contact you with advice about the more stringent measures you should take in order to keep yourself and others safe. For now, you should rigorously follow the social distancing advice in full, outlined below.

It is **not** necessary to close the business or send any staff home unless government policy changes. Employees who are otherwise well and not displaying symptoms of the coronavirus are able to work whilst operations remain open.

TBG will keep monitoring the government response page for the latest details.

The latest advice and developments on the covid-19 situation can be found on the GOV.UK website.

### [Certifying absence from work](#)

By law, medical evidence is **not** required for the first 7 days of sickness. After 7 days, TBG may use their discretion around the need for medical evidence if an employee is staying at home.

**Note:** The government strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to stay at home either as they are unwell themselves, or live with someone who is, in accordance with the public health advice issued by the government.



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If evidence is required to cover self-isolation or household isolation beyond the first 7 days of absence, then employees can get an isolation note from NHS 111 online or from the NHS website.

### What's the best way to prevent the spread of covid-19?

#### **Social distancing?**

Social distancing measures are steps you can take to reduce social interaction between people, i.e., maintaining 1 metre plus, separation from colleagues and others at all times. This will help reduce the transmission of coronavirus (COVID-19).

#### **Measures include:**

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough.
- Avoid non-essential use of public transport when possible.
- Work from home, where possible. TBG will support you to do this where possible.
- Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in closed spaces where people gather together.
- Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
- Use telephone or online services to contact your GP or other essential services.
- Fresh Air: Windows & doors of welfare facilities & office spaces (enclosed / shared spaces) that can be opened to the outside, must be opened to aid effective ventilation. **Good ventilation is one of the best ways to fight COVID-19 in the workplace.**

**Everyone should be trying to follow these measures as much as is practicable.**

#### Personal Hygiene Measures:

**Personal Contact:** All employees should avoid unnecessary close personal contact with others where possible. This includes greeting people with handshakes and other forms of personal greetings (embraces etc) and should be avoided.

**Hand washing:** **The most effective way to protect yourself against the new coronavirus is by frequently cleaning your hands.** Employees are expected to exercise

**enhanced hand washing which includes washing their hands regularly for at least 20 seconds with soap & hot water and to drying them using the hand dryers provided.**



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**Coughs and Sneezes:** Employees who cough or sneeze should ensure that they use a tissue and then place the used tissue in a bin. It is also good practice to wash hands thoroughly after coughing or sneezing.

**Travel Arrangements:**

The use of Air Travel for Company business: All air travel on Company business for employees is prohibited (unless approved by the Managing Director).

**The use of public transport for Company business:** Employees should plan business travel by Company car where possible (taking into account the guidance on safe driving) so that travel through public transport hubs (train stations etc) is avoided. If travelling by public transport is unavoidable it is mandatory that you wear/use a mask / visor or other face shield on all modes of public transport.

**Meetings and Briefings:**

**Internal meetings and briefings:** Managers and employees should limit the number of face-to-face meetings to a minimum and ensure that only essential attendees attend any meetings that do take place. Where possible, alternatives to face to face meetings such as telephone conference calls or video conferencing should be used.

**External meetings:** Employees who attend meetings externally should keep these to a minimum and try to hold them, where possible, via telephone or video conference. It is acknowledged that some external meetings still need to take place, on these occasions' employees need to be sensible with their plans.

**Additional Cleaning:**

The Company is providing additional cleaning, particularly in public areas such as staircases, kitchens/mess rooms, and toilets. All employees can support in these areas by ensuring that they adhere to the Personal Hygiene Measures mentioned above.

All of the above arrangements will be kept under review and may change depending on the impact of the Coronavirus and the advice from the Government and Health Professionals.

**Other precautions to consider:**

- All Tinsley Bridge Group employees are advised to avoid people with flu and to stay away from the workplace when sick. **Do not put your colleagues at risk.**

**Handling post or packages**

- There are no additional precautions required for handling post or packages.



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