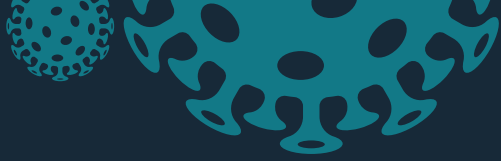


COVID-19
GUIDANCE HANDBOOK
JANUARY 2021



WE OPEN THE WAY



THE OBJECTIVES OF THIS GUIDE ARE TO:

- provide you with simple strategies to follow
- illustrate how they can be applied in different situations at work
- raise awareness about the COVID-19 virus and its symptoms
- reinforce the changes in behaviour that will keep you safe
- help you manage social distancing effectively
- reinforce importance of good cleaning and hygiene practices
- help ensure that we all go home safe and healthy every day

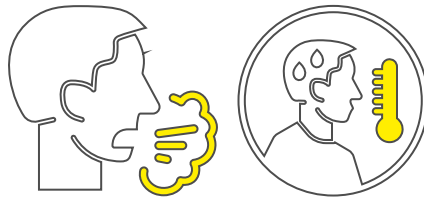


OUR SIMPLE CHECKLIST

Arm yourselves with these simple strategies to defend you and your colleagues at work and beat the virus.

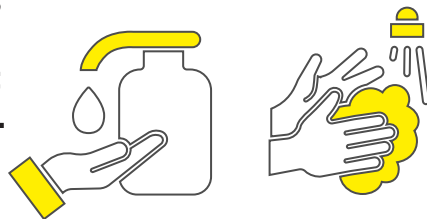
1 BE ON THE LOOKOUT

Watch for the symptoms of the COVID-19 virus in yourself and others.



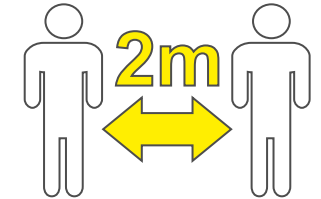
2 WASH YOUR HANDS

Wash your hands frequently and thoroughly for at least 20 seconds.



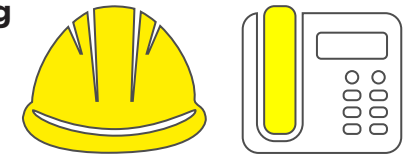
3 KEEP YOUR DISTANCE

Maintain social distancing. If you need to be closer than 2m, take steps to mitigate the risks. If this is not possible - STOP.



4 ONLY USE YOUR OWN KIT

Do not share personal items and avoid sharing equipment if possible.



5 ALWAYS KEEP THINGS SPICK & SPAN

Carry out regular cleaning and sanitising.



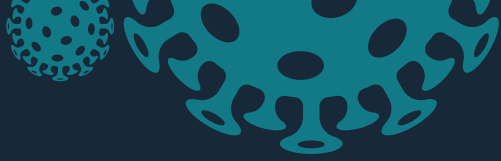
PREPARING FOR WORK

Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. This is why social distancing, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus. The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others.



- **Get COVID-19 wise** – familiarise yourself with GOV.UK guidelines (<https://www.gov.uk/coronavirus>) so that you can understand what COVID-19 is and what you need to do to protect yourself, your family and work colleagues.
- **Do you have any symptoms?** – if yes, do not go to work, self-isolate until you can get tested. Follow GOV.UK guidelines, keep your line manager informed.
- **Hand sanitisation** – wash hands before leaving for work and when arriving at site.
- **Travelling** – if it is essential that you must travel for work, travel alone if possible, maintain social distancing en-route to work. You should wear a face covering in enclosed spaces where social distancing is not always possible and you may come into contact with others that you do not normally meet, for example on public transport.
- **Travelling in Company vehicles** – When travelling in company vehicles wherever possible you should travel alone. If this is not possible then the numbers in the vehicle must be kept to a minimum and they should always be the same people; passengers should never face each other and must keep as far apart as possible; face masks must be worn and they will be a minimum of FFP2 non valve masks; vehicles must be cleaned regularly with emphasis on touch points such as handles; ventilation should be increased by opening windows and driver and passengers should wash/sanitise their hands before entering and after exiting the vehicle.
- **Masks** – The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others. You should wear a face covering in indoor places where social distancing may be difficult and where you will come into contact with people and must be worn on Colas sites and in Colas offices when moving to and from the canteens and break areas.





- **Masks** – You will be required to wear a mask in communal areas - corridors, tea making areas, toilets and moving to and from meeting rooms. You will be required to wear a mask in your allocated working area if it is inside and shared with 1 or more colleague, and during meetings if other colleagues are present in the room. You must only wear Colas issued masks. Exceptions as per UK Government information apply, please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.
- **Maintaining social distancing** – Keeping the recommended 2m apart must be observed at all times. We will be providing clear signage and guidance to support this. If you are unsure whether an activity you need to participate in will break social distancing measures you should consult with your line manager.
- **Visitors** – External visitors are not permitted.

ARRIVING AT YOUR WORKPLACE

- **Signing in** – Most of our locations have electronic signing in (fobs) therefore negate the need for physical signing in.
- **Induction** – The COVID-19 supervisor will carry-out a temperature check and provide any updates on COVID-19 precautions.
- **Hand sanitisation & PPE** – We will provide hand sanitiser which will be clearly signposted across the location. There will be a stock of gloves on-site and masks if you require them.



IN THE OFFICE / WORKPLACE

- **Desk/Workstations** – You will need to wipe down your desk/workstation every morning, regularly during the day and ensure you clear and wipe down your desk at the end of the day.
- **Office equipment** – wherever possible you should have your own personal equipment including desk phone. Do not share your own pens or other tools – any shared equipment should be sanitised by the last person to use it and the next.
- **Hand sanitisation** – wash hands/sanitise regularly, when entering and leaving buildings and after handling equipment, touching surfaces or anything else that someone else may have handled before you.
- **Cleaning** – keep your desk free of clutter. Your desk should be cleared at the end of the day so the cleaners can conduct a thorough clean in the evening.
- **Deliveries** – Staff should not arrange for personal deliveries to the office during this period.
- **Ventilation** – where possible, keep offices well ventilated. Consult your COVID-19 supervisor on the use of air conditioning.
- **Meetings** – There will be limited space for meetings of up to and no more than 6 people providing social distancing can be maintained. There will be sanitiser dispensers in the meeting rooms and tables, chairs, door handles, and IT equipment should be wiped down before and after each meeting. Meetings can also be held virtually using MS Teams.



IN CHANGING ROOMS & TOILETS

- **Social distancing** – follow site rules on use of facilities including any barriers, posters and floor markings and do not enter if social distancing cannot be maintained.
- **Getting changed** – keep your work gear separate and put your normal clothes and personal effects away in a separate locker or bag.
- **Toilets** – Follow the one in one out rules.
- **Hand sanitisation** – wash and/or sanitise hands as you enter and as you leave changing facilities/toilets.



IN CANTEENS & BREAK AREAS

- **Social distancing** – follow site rules on use of facilities including staggered breaks, any signage, posters and floor markings and do not enter if social distancing cannot be maintained. Consider using outside areas.
- **Hand sanitisation** – wash hands/sanitise regularly and always after touching surfaces or anything else that someone else may have handled before you.
- **Bring your own lunch if you can** – this will avoid you needing to visit local shops or having to prepare food using shared equipment.
- **Eating utensils** – wherever possible do not share cups, crockery and eating utensils and ensure these are properly washed in soapy water and store away separately before and after use.
- **Shared equipment and work surfaces** – such as kettles and worktops, clean before and after use and do not prepare drinks or food for anyone else.



LEAVING WORK / ARRIVING HOME

- **PPE** – store any reusable PPE in a secure and clean location, dispose of any single use items safely.
- **Hygiene** – wash and/or sanitise your hands before leaving site and again when arriving home, have a shower, wash your clothes more frequently.
- **Travelling** – travel alone if possible, maintain social distancing on your way home. Wear a face mask if travelling on public transport.



OUR SIMPLE STAYING SAFE CHECKLIST

1. Look out for symptoms in yourself and others
2. Wash your hands frequently & thoroughly
3. Keep your distance, adhere to the 2m social distancing rules
4. Only use your own kit or items
5. Keep everything clean



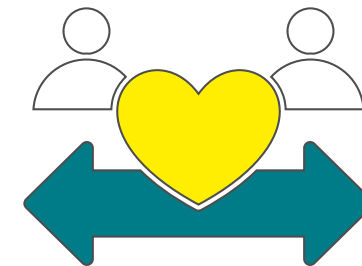
KEEP YOURSELF SAFE | KEEP YOUR COLLEAGUES SAFE
ONE COLAS | TOGETHER WE ARE STRONGER



HELP & SUPPORT

For support and advice during this time we encourage employees to take advantage of the Employee Assistance Programme (EAP) that is available 24 hours a day 365 days a year.

To see how the Wellbeing Hub can help you visit:
www.healthassuredeap.co.uk or call **0800 389 0285**



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