

## Working at the Facility during the COVID-19 Pandemic – Staff Policy

### INTRODUCTION

The COVID-19 Pandemic has necessitated many changes to enable safe working practices for staff and consumers entering the facility. This policy explains how an employee must work to protect themselves and others while at the workplace

### SCOPE

This policy applies to all employees of the Company, casual workers and third-party service providers (e.g. cleaners)

#### 1. Working at the Facility

All employees have a responsibility to protect themselves and others while at the workplace.

This includes:

- a. Working at the facility only when work cannot be done from home.
- b. Not entering the facility if feeling unwell or experiencing high temperature, new persistent cough or loss of or change to your sense of smell or taste.
- c. Not entering the facility if living with someone who has shown symptoms of COVID-19 in the past 14 days.
- d. Not entering the facility having visited a country over the past 14 days which requires quarantine on arrival back in the UK
- e. Wearing a face mask upon entry and at all times in the building unless working at your desk and with a minimum of 2m distance from colleagues.
- f. Staff signing in as they enter the facility and sign out as they leave. This ensures that a record is kept of who is on site at any time, to enable test and tracing in the event of a positive COVID-19 test result being reported (See COVID19 Positive Test Result Policy).
- g. Checking their temperature when arriving at the facility and ticking the column in the sign-in book to show that this has been done. If a temperature of 38°C or over is recorded, staff must leave the premises immediately and inform their line manager
- h. Informing their line manager immediately if starting to feel unwell at work.
- i. Informing their line manager within 24 hours if they receive a positive COVID-19 test result.
- j. Informing their line manager within 24 hours if they have been contacted through Track & Trace and asked to self-isolate. If symptoms of COVID-19 do develop once in isolation, you must inform your line manager of the development within 24 hours.
- k. Ensuring no lone-working is carried out following the current lone-working policy.

#### 2. Social Distancing at the Facility

Employees must maintain social distancing where possible.

This includes:



- a. Following the one-way system when moving around the facility.
- b. Ensuring only one person is in kitchen areas, toilets and small meeting rooms at any one time and using the occupied/free signs to facilitate this.
- c. Sitting at allocated desks only and placing coats on the back of these (superceding the previous H&S policy).
- d. Refraining from making drinks or preparing food for colleagues.
- e. Allocating one server to each panel room during fieldwork.
- f. Maintaining social distancing while outside the building and during breaks, with a maximum of 3 staff members to be outside on a break at the same time.

Where social distancing cannot be maintained, PPE must be worn following the COVID-19 PPE Usage Policy.

### **3. Hygiene at the Facility**

Increased cleaning and hygiene practices are necessary to ensure safe working environments. See COVID-19 Cleaning Policy for cleaning in detail.

This includes:

- a. Coming into work exhibiting good personal hygiene.
- b. Using the provided alcohol gel when entering and leaving the facility.
- c. Cleaning of personal workstations and keyboards at the start and end of each day.
- d. Regular handwashing.
- e. Coughing and sneezing into tissues and disposing of immediately, or into hands and washing them thoroughly immediately, before touching anything.
- f. Frequent cleaning of all areas touched regularly, e.g. door handles, light switches.
- g. Cleaning of staff kitchen and toilet facilities after each use.
- h. Ensuring consumers use the hand gel upon entry and exit of the facility.
- i. Cleaning of consumer toilets after every fieldwork session.
- j. Cleaning of all consumer booths after every fieldwork session.
- k. Continuing to prepare all food following current Food Hygiene Regulations.

### **4. Accepting Deliveries into the Facility**

Where possible, deliveries should be overseen by one member of staff.

- a. Staff must wash their hands thoroughly before and after handling any delivery.
- b. Staff should maintain social distancing between themselves and a courier.
- c. Parcels should be held in quarantine for 3 days before unpacking and sample receipting



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where time allows and sample integrity is not affected. Where timing does not allow, or samples need unpacking to store at the correct temperature, gloves must be worn, and each sample must be wiped with a cloth coated in disinfectant.

**Failure to comply with this policy will constitute a serious disciplinary offence**