

# COVID-19 SAFE WORKING PRACTICES



## SHAPE DESIGN & BUILD LIMITED Coronavirus (COVID-19) Pandemic Policy - Released 21/05/2020

Please note this document will be updated and reissued periodically to our staff and clients to reflect the most up-to-date guidance.

We are following guidance for employers by Public Health England in relation to coronavirus (COVID-19) and have devised a policy that maximises safety while allowing for work and projects to recommence albeit not quite back to normal yet.

The wellbeing of everyone during these unprecedented times is our utmost priority at Shape Design & Build, and we will continue to work with clients to provide quotes, and deliver projects, while adhering to strict guidelines.

Our biggest priority is to ensure all members of our team feels safe and comfortable. Where it is not possible for work to be completed at home, we will implement shift working, enabling staff to continue to operate both effectively and where possible, at a safe distance from one another. With this in mind, we have issued the following guidelines:

During threat levels 2, 3 and 4, we will stagger staff returns to the workplace in phases, ensuring those who have the ability to work from home do so for as long as possible, while those who do not have the ability to work from home, return to work in a safe and controlled manner, avoiding the use of public transport where possible.

Staff must wash their hands on arrival and frequently through-out the day, pat them dry using kitchen roll. Bin the tissue.

Facilities have been made available for every member of staff to take their temperature at any time.

All deliveries to the workshop will be contactless.

If the forklift is used, please clean with antibacterial wipes before and after use.

Where possible please only use your own tools. Do not share use with other members of the team.

If using tools belonging the workshop, please clean with antibacterial wipes before and after use.

Use of the kitchen / breakroom must be staggered so no more than 3 people in the room at any one time.

Please use the same cutlery and dishware where possible.

Use the cloth for bathroom use only, spray with antibacterial and antiviral disinfectant provided and wipe down all bathroom surfaces touched often. This includes bathroom taps, bathroom handles, cupboard handles and toilet flush handles. Put cloth away.

Use the cloth for communal use only, spray with antibacterial and antiviral disinfectant provided and wipe down all communal areas touched often that are not bathrooms or kitchens. This includes, but is not limited to, entrance doors. Put cloth away.

Antibacterial soaps at all sinks, this includes bathrooms and kitchens.

Antibacterial washing up liquid for both kitchens, and antibacterial dishwasher tablets for both dishwashers.

## Guidance of the Symptoms of Coronavirus (COVID-19)

The main symptoms of coronavirus are:

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Given these symptoms are similar to other illnesses that are much more common, such as cold and flu, experiencing one or two of these symptoms does not necessarily mean you have contracted the coronavirus (COVID-19) virus.

## Guidance on How to Manage Those with Symptoms of Coronavirus (COVID-19)

All staff have been made aware of the symptoms of coronavirus. If any staff member becomes unwell with a new, continuous cough, loss of smell, taste or a high temperature, they are advised to follow the 'If You or Someone Within Your Household are Experiencing Symptoms of Coronavirus (COVID-19)' guidance below.

If staff develop symptoms of coronavirus (Covid-19) while on premises, they should report this to the manager via phone, not in person, while avoiding contact with anyone else on premises and return home quickly and directly.

## If You or Someone Within Your Household are Experiencing Symptoms of Coronavirus (COVID-19)

During all levels of the lockdown as outlined by the government, any staff member, any client, or anyone visiting Shape premises who lives with a person experiencing the above symptoms are advised to:

- Stay at home and avoid close contact with other people
- Do not go to a GP surgery, pharmacy or hospital
- Use the NHS 111 online coronavirus service to find out what to do next, this can be found at: <https://111.nhs.uk/covid-19/>

The online service will ask you a few questions, such as your movements and contact with others. This will determine whether you require isolation. Please ensure the person who is experiencing the symptoms completes the survey, but follow self-isolation guidance for all those found within the household.

Please note, if you are advised no action is required but your symptoms worsen while off sick, phone 111 or 999, depending on the severity of your situation.

If you are advised to self-isolate and are a member of staff, please follow the guidelines under the section If a 'Staff Member or Someone Within Their Household are Advised to Self-Isolate or Test Positive for Coronavirus (COVID-19)' guideline below.

### **If a Staff Member or Someone Within Their Household are Advised to Self-Isolate or Test Positive for Coronavirus (COVID-19)**

Any staff member or staff member who lives with a person advised to self-isolate or who tests positive for the virus, are not required to relay their symptoms in person. Please do not, under any circumstances, attend the premises or go to your local GP. Instead, please inform James Westney by telephone as soon as the situation arises. Any staff member or staff member who lives with a person advised to self-isolate or who tests positive for the virus, will need to self-isolate for a period of two weeks. Further guidelines surrounding sick pay will be sent to employees separately.

You should take care if your household is advised to self-isolate, and further advice from the Government and what to do when self-isolating can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>.

## Company Protocols if an Employee Who Has Recently Attended Shape, or their Household, Tests Positive for Coronavirus (COVID-19)

The company may be contacted by PHE to discuss the case, identify people who have been in contact with the person affected, and advise on any actions or precautions that should be taken. Shape Design & Build will follow all advice given to ensure the safety and health of staff and clients alike.

### Contact

For more information and reassurance on any of the above, please contact;  
Anita O'Donnell [anita@shapedesignbuild.com](mailto:anita@shapedesignbuild.com) or James Westney [James@shapedesingbuild.com](mailto:James@shapedesingbuild.com)