



AGD Equipment Limited

Last updated 17.3.20

COVID-19: Policy

1. Background and scope of guidance

This policy guidance assists this organisation and its contractors in implementing control measure and providing advice to staff on:

- the novel coronavirus, COVID-19
- how to help prevent spread of all respiratory infections including COVID-19
- what to do if someone with suspected or confirmed to have COVID-19 has been in a workplace setting
- what advice to give to individuals who have travelled to specific areas, as outlined by the Chief Medical Officer ([full list is available here](#))
- advice for the certification of absence from work resulting from Covid-19.

This organisation is committed to supporting staff and contractors during the current outbreak of the virus and will do everything it can to prevent exposure.

2. Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected. Most people will no longer be likely to transmit the virus 7 days after the onset of symptoms.

3. Signs and symptoms of COVID-19

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

- new continuous cough (coughing repeatedly).
- difficulty in breathing.
- fever (High temperature)- hot to touch either on your chest or back.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people (70 or older), and those with long-term conditions.

It is uncertain how the condition affects expectant mothers; therefore, they are also classified as vulnerable.



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4. How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

There is currently little evidence that people who are without symptoms are infectious to others.

5. Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#)
- put used tissues in the bin straight away
- wash your hands with soap and water often – use alcohol based hand sanitiser gel if soap and water are not available. See [hand washing guidance](#)
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.



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Further information is available on the [PHE blog](#) and [NHS.UK](#).

People who have returned from high risk areas in the last 14 days should follow the COVID 19 self-isolation stay at home guidance.

With regards to travel information to other countries for individuals working in the UK, we recommend following the Foreign and Commonwealth Office (FCO) country advice pages.

6. How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

See [hand washing guidance](#).

7. Guidance on facemasks

Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to other people.

PHE recommends that the best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 meters) with any potentially infected person.

Any member of staff who deals with members of the public from behind a full screen will be protected from airborne particles.



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8. What to do if an employee becomes unwell

If an employee has symptoms of COVID-19, however mild they are to stay at home and not leave their house for 7 days. If the employee lives with other people, then those people should stay at home for at least 14 days (Note if they show symptoms within this time period then they must remain in isolation for a 7 day period from the start of symptoms).

Symptoms include: A new continuous cough and/or high temperature

They do not need to call NHS111 to go into self-isolation. If their symptoms worsen during home isolation or are no better after 7 days then they need to contact NHS111 online at 111.nhs.uk. If they do not have internet access, then they should call NHS111 or in a medical emergency call 999.

If someone becomes unwell in the workplace, the unwell person in the first instance they should be removed to an area which is at least 2 meters away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.

They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

Arrangements should then be in place for them to travel home for self-isolation. If they need to go to the bathroom whilst waiting, they should use a separate bathroom if available.

The employee must inform their manager/supervisor of the incident.

9. What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace

There is no need to close the workplace or send other staff home at this point. Most possible cases turn out to be negative, anyone becoming unwell will follow the stay at home guidance,

10. What to do if a member of staff or the public with confirmed COVID-19 has recently been in your workplace

Closure of the workplace is not recommended.



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A risk assessment of each setting will need to be undertaken to determine the likely risk to others.

Consider:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- any close friendship groups or workgroups
- any employee living in the same household as a confirmed case

The work area should continue to be cleaned and good hygiene practices maintained.

Should any staff member become unwell then they are to follow the stay at home guidance.

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

11. Certifying absence from work

By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for the employer to determine what evidence they require, if any, from the employee. This does not need to be fit note (Med 3 form) issued by a GP or other doctor.

Your employee will be advised to isolate themselves and not to work in contact with other people by NHS 111 if they are a carrier of, or have been in contact with, an infectious or contagious disease, such as COVID-19.

We strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19, in accordance with the public health advice being issued by the government.



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12. Handling post, packages or food from affected areas

Employees should continue to follow existing risk assessments and safe systems of work. There is no perceived increase in risk for handling post or freight from affected areas.

13. Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

14. Rubbish disposal, including tissues

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available

15. Vulnerable groups and stay at home advice

The organisation shall identify employees who are and/or who live with vulnerable groups.

Where possible the organisation will encourage staff to work from home and/or avoid all non-essential travel. This would be considered on a case by case basis and based on risk assessment.



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As part of the assessment we would consider:

- The method of travel.
- Avoiding large groups of people/social activities.
- The necessity of face to face meetings.


Should you have any questions regarding any of the above then speak with the Health and Safety Team/Senior Management

Due to the nature of the outbreak, advice and guidance is updated on a regular basis.

Check GOV.UK [for the latest information from the UK government.](#)

Signed *[Signature]*
Dated *17-03-20*
Position *Managing Director*

AGD Equipment Ltd		RISK ASSESSMENT												
Description of Activity:		Covid 19 (Visitors & Employee Responsibilities)									Issue:	1	Ref:	95
Location:		Avonbrook House 198 Masons Road Stratford Enterprise Park									Date:	04/05/20	Review:	Daily
Assessed By:		Michelle Pye									Residual Risk Rating			
Hazard	Likely Harm	Party Affected	Risk Rating			Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	S	L	R		
			S	L	R									
Covid 19 Virus	Cough, high temperature, shortness of breath	General public / employee	3	4	M	World Health Organisation Government guidance, Health protection Team, and Public Health England information is followed and implemented.	Wash hands with soap and water upon arrival and before going home, and repeat this at intervals throughout the day - do this for at least 20 seconds. Visitors that report to reception will be asked if they have travelled abroad in the last 14 days and if they are experiencing any symptoms related to Covid19. Visitors are to report to reception where they will be asked to go to the washroom to wash their hands - this is to be done for at least 20 seconds. As escort will be provided to walk visitors around the premises. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put tissues in the bin immediately and wash your hands afterwards. Avoid close contact with people and especially with those who are unwell. Deliveries to be left in the hatch area outside the stores. Those receiving deliveries must not handle PDA's and must wear gloves at all times. Those employees visiting the service office must stop at the first desk and communicate with the service manager at a safe distance Self isolate for 14 days if returning from high risk locations. Contingency plan to ensure competent resource is available should additional cover be required. Regularly review control measures in line with authority guidance. Warning notices to be placed in prominent locations throughout the workplace reminding people to wash their hands. Regular reviews of control measures in line with latest World Health Organization and governmental guidance is to be undertaken. Where necessary vulnerable groups have their work activity/environment changed to minimise risk. Reconfigure offices to operate safe working distances between people. Where possible employees are to be encouraged to work from home. Where possible all non essential travel is to be avoided. Avoid large gathering of persons wherever possible, maximise the distance between co-workers Breakfast will operate on a take a away service, where staff will take food provided one by one keeping a safe distance and eat away from the office area and from each other Lunch will be provided in the staff canteen. Staff are requested to sit one person per table to keep a safe distance and they will be called up individually to collect their food whilst maintaining a safe distance. Only 9 people at any one point will be allowed in this area. Where possible engineers and operators will be provided with face masks to wear if they need to work in close proximity of someone, and can not be within the set 2m social distance guideline. Where possible office staff will be provided with face masks to wear if they need to work in close proximity of someone, and can not be within the set 2m social distance guideline. Consider modes of transport to minimise contact where possible.	Individuals, Manager, Supervisors	Ongoing	3	3	M		
	Serious respiratory illness	Persons with underlying illness (Vulnerable Groups)	5	5	H	Staff with underlying health conditions which may place them at higher risk are identified and their work activity is reviewed.	A briefing to be given to ALL employees regarding these control measures and a copy of the risk assessment will be provided. Suspected / Confirmed Cases If an individual becomes unwell within the workplace wherever possible they are to be isolated away from other staff - a minimum of 2M distance, and preferably in a separate area/room with separate bathroom facilities if possible. Management are to be informed immediately and employee sent home. If the employee has any symptoms however mild, they are to stay at home and not leave their house for 7 days from when the symptoms started (follow government self isolation guidance). If the employee lives with other people, then those people should stay at home for at least 14 days (Note if they show symptoms within this time period then they must remain in isolation for a 7 day period from the start of symptoms). If the employees are of a vulnerable group, symptoms worsen during home isolation or are no better after 7 days they should Contact NHS111 online (https://111.nhs.uk) or if no internet access call NHS111 and follow guidance given. For an emergency call 999. Consider additional support required to individual and others. Deep clean work environment. Identify as far as possible potential persons who may also be affected. Dispose of waste in line local guidance. - Treat as clinical waste. Following any confirmation of a case within the workplace. If the individual is advised to self isolate, notify all employees and undertake deep clean. It may be necessary to notify local health authorities. Confirmed cases are not to attend work until isolation process is complete and they are discharged as appropriate. NHS Test and Trace Should an employee of the company be advised by NHS Test and Trace that they are required to self-isolate for (initially) 14 days due to contact with a confirmed case, the employee is advised to notify the company immediately. The company requires that the employee complies with the recommendations of NHS Test and Trace in full and carries out their 14-day self-isolation diligently. Where it is possible, employees (who are not unwell) can continue to work from home whilst self-isolating. The government has advised that other members of a household (where a person is required to self-isolate under NHS Test and Trace advice) do not have to self-isolate unless the person self-isolating or they themselves display symptoms. The company will comply with any information requests made by NHS Test and Trace wherever possible to do so, whilst adhering to GDPR. Further information can be obtained from www.gov.uk. Where any employee of the company receives an NHS Test and Trace notification to self-isolate that is determined to be related to a contact from a work activity, this shall trigger the company to conduct further review of COVID-19 risk assessments, procedures, and control measures to determine if improvements or updates are required.	Individuals, Manager, Supervisors	Ongoing	5	4	H		
Key	Severity 1 = Mild Symptoms 2 = Moderate Symptoms to One Person 3 = Moderate Symptoms To Many Persons 4 = Severe/Critical case/s To One or More Persons 5 = Death					Likelihood 1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence			Risk 15 - 25 = High Risk 8 - 12 = Medium Risk 1 - 6 = Low Risk					
Notes:	When calculating the risk, consider the likelihood of harm occurring and the severity of that harm. With COVID-19 the severity of harm is dependent upon the health of each individual. For most people the health implications are relatively low, with some not even inconvenienced by the illness, however for those with underlying health issues this has proved fatal. For that reason we have divided the assessment to address both levels of health. In relation to the likelihood of occurrence this may vary depending on differing regions and infection rates, areas with higher infection rates are likely to score higher in this area. It is therefore imperative that when carrying out your assessment you consider the latest information issued by governments (not the media) to determine the likelihood and thus the risk level. The risk assessment should be regularly reviewed against current guidance and made site specific. During this outbreak, guidance is likely to change on a daily basis, it is important to update the control measures accordingly, follow www.gov.uk/dhsc for further information.													

AGD Equipment Ltd		RISK ASSESSMENT													
Description of Activity:		Covid 19 (Engineers & Operators)									Issue:	1	Ref:	96	
Location:	Various Construction Sites										Date:	04/052020	Review:	Daily	
Assessed By:	Michelle Pye										By Whom	By When	Residual Risk Rating		
Hazard	Likely Harm	Party Affected	Risk Rating			Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	Residual Risk Rating					
			S	L	R					S	L	R			
Covid 19 Virus	Cough, high temperature, shortness of breath	General public / employee	3	4	M	World Health Organisation Government guidance , Health protection Team, and Public Health England information is followed and implemented.	<p>Wash hands with soap and water upon arrival and before going home, and repeat this at intervals throughout the day - do this for at least 20 seconds.</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands)when you cough or sneeze.</p> <p>Put tissues in the bin immediately and wash your hands afterwards.</p> <p>Avoid close contact with people and especially with those who are unwell. Self isolate for 14 days if returning from high risk locations.</p> <p>Regularly review control measures inline with authority guidance.</p> <p>Regular reviews of control measures in line with latest World Health Organization and governmental guidance is to be undertaken.</p> <p>Where possible all non essential travel is to be avoided.</p> <p>Consider modes of transport to minimise contact where possible.</p> <p>Use of telephones and messaging services rather than face to face contact will be used where possible.</p> <p>ALL engineers and operatives will be provided with a copy of the risk assessment.</p> <p>Where possible engineers and operators will be provided with face masks to wear if they need to work in close proximity of someone and can not be within the set 2m social distance guideline.</p> <p>Action on Arrival at Site</p> <p>On arrival at site, call the site contact via telephone. Follow the site guidelines for induction training which should include any site specific measures to contain Covid19</p> <p>Where possible avoid visiting the site office, and go directly to your place of work.</p> <p>Maximise the working distance between co-workers and other site operatives.</p> <p>Maintain your own individual PDA and do not allow site contacts to handle this equipment (signing of documentation)</p> <p>Where possible engineers and operators will be provided with face masks to wear if they need to work in close proximity of someone and can not be within the set 2m social distance guideline.</p> <p>If anyone within your workspace, displays symptoms of Covid19 then leave that workplace immediately, inform your site contact and AGD Head office.</p> <p>Suspected / Confirmed Cases</p> <p>If an individual becomes unwell within the workplace wherever possible they are to be isolated away from other staff - a minimum of 2M distance, and preferably in a separate area/room with separate bathroom facilities if possible. Management are to be informed immediately and employee sent home.</p> <p>If the employee has any Symptoms however mild, they are to stay at home and not leave their house for 7 days from when the symptoms started (follow government self isolation guidance). If the employee lives with other people, then those people should stay at home for at least 14 days (Note if they show symptoms within this time period then they must remain in isolation for a 7 day period from the start of symptoms).</p> <p>If the employees are of a vulnerable group, symptoms worsen during home isolation or are no better after 7 days they should Contact NHS111 online (https://111.nhs.uk/) or if no internet access call NHS111 and follow guidance given. For an emergency call 999.</p> <p>Consider additional support required to individual and others.</p> <p>Deep clean work environment. Identify as far as possible potential persons who may also be affected.</p> <p>Dispose of waste in line local guidance. - Treat as clinical waste.</p> <p>Following any confirmation of a case within the workplace, If the individual is advised to self isolate, notify all employees and undertake deep clean. It may be necessary to notify local health authorities.</p> <p>Confirmed cases are not to attend work until isolation process is complete and they are discharged as appropriate.</p> <ul style="list-style-type: none"> • Deep clean work environment. • Identify as far as possible potential persons who may also be affected. • Dispose of waste in line with local guidance. 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