



PALMER TIMBER LTD

CORONAVIRUS (COVID-19)
EMPLOYEE GENERAL
INFORMATION AND INSTRUCTION

Produced in response to the
Health & Safety at Work Act (1974)



DATE: MAY 2021

VERSION: 3.0

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1. GENERAL INFORMATION

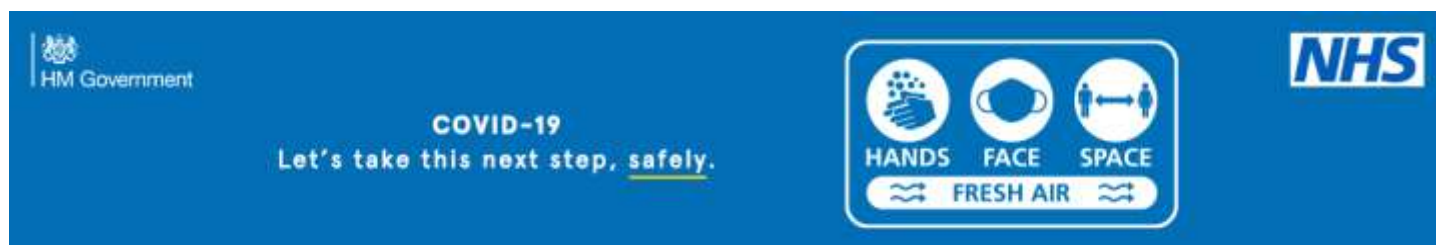
Palmer Timber Ltd have undertaken a Risk Assessment on the potential effects of the current COVID-19 pandemic relating to its activities & any persons who are directly or indirectly involved with its operations. Government advice, information & guidelines have been reviewed in order to introduce appropriate procedures to prevent the transmission of the virus between persons working on site & other persons not based on site.

The company would like to remind staff, employees & all other persons involved with its operations that in order to minimise the risk of spread of the infection, we rely on everyone involved to take personal responsibility for their own actions & behaviours. The company encourages an open & collaborative approach between persons working on site where any issues can be openly discussed & addressed. All employees are reminded that any person who is found to be in persistent or negligent breach of these procedures &/or published government guidance relating the COVID-19 protocol, may be subject to company disciplinary action.

2. ATTENDING WORK

- Employees who develop any of the specified symptoms relating to COVID-19 should not attend work & must inform their Director or Manager immediately. They will be required to self-isolate at home in accordance with the current government guidelines & will be required to arrange a test. Information on tests can be obtained at www.gov.uk/get-coronavirus-test or by calling 119 if no internet access is available (Lines are open between 7am to 11pm)
- In situations where an employee develops COVID-19 symptoms whilst on site, they will be isolated away from other personnel & arrangements will be made for them to return back to their home.
- The company expects all employees to follow all self-isolating protocol & any 'return to work' at the end of these periods must be authorised by the appropriate Director or Manager.
- All employees are advised to download & use the NHS COVID-19 App. If an employee receives any contact or notification from the NHS test & trace service, they must contact the appropriate Director or Manager immediately. They may need to submit evidence of the notification details & will be expected to follow any guidance that has been communicated to them.
- Any employee who does not attend work due to COVID-19 related issues will be required to obtain an 'isolation-note' & submit this to the company at the earliest practical opportunity (These are available online 111.nhs.uk/isolation-note)
- If you have an existing medical condition that would class you as a vulnerable person you must inform the company & your circumstances will be reviewed in line with the current government guidance.
- Where appropriate & where operational circumstances allow, alternative job roles on site will be considered for employees identified as a vulnerable person.
- In circumstances where employees have vulnerable persons in the same household, they should discuss these matters with their Manager or the HR Manager so appropriate advice can be given.

Home working will be considered in circumstances where this is practical. This will be arranged at the company's discretion following approval from the appropriate Director. Any employee who is self-isolating due to COVID-19 & is authorised to work from home, will not require an 'isolation-note'.



3. ON-SITE RAPID COVID-19 TESTING

The company is now in possession of a quantity of COVID-19 Lateral Flow Testing Kits which are able to give accurate & rapid COVID-19 test results. These kits will be utilised over the next months as National Lockdown measures continue to be eased & society returns to some sort of normality. It is important to note that the use of these kits will be voluntary & always with an employee's prior consent, however the company would encourage employees to take-up their use where required or requested.

It is envisaged that the use of these testing kits will offer another layer of protection within the business by targeting employees who are asymptomatic i.e. are not showing any symptoms.

PLEASE NOTE THAT IF YOU HAVE ANY OF THE MAIN COVID-19 SYMPTOMS, YOU MUST ISOLATE & ARRANGE A PCR TEST AS SOON AS POSSIBLE (THIS IS THE LAW!)

The use of these rapid test kits will help support the general COVID-19 control measures already in place around the site i.e. safe social distancing, hygiene protocol, wearing face coverings etc. These all still remain extremely important in order to keep our workplace as safe as possible.

Potential situations or circumstances for use of these LFT testing kits could be:

- If you are concerned that you have been in close contact with another person who has COVID-19 symptoms, either at work or outside work.
- If you are feeling generally unwell & not yourself (None COVID-19 symptoms)
- If you change job roles or locations around site on a regular basis over consecutive days.

The company will also utilise these testing kits following situations where a confirmed positive test has been found on site relating to an employee, a visitor or a contactor. The company will also consider more widespread general testing once designated persons on site have been trained & authorised to undertake these testing procedures in the workplace. Tests can be arranged quickly & effectively within the workplace for any employee who has concerns relating to the transmission of the COVID-19 virus.

If you have any situations whilst at work where a COVID-19 test would be beneficial, please speak to your Manager or Director, who will make the necessary arrangements with Ian Cox or Daryl Smallman.

4. CORONAVIRUS VACCINATIONS

The company will encourage all employees who are due to receive the coronavirus vaccine to take up this offer from the NHS in order to protect themselves, their family, their friends & their work colleagues. The requirement to obtain the appropriate coronavirus vaccinations is not mandatory & it will be down to each individual person to make an informed decision on this matter. The government is currently rolling out the vaccine to target groups based on factors such as a person's age, health conditions & profession. Everyone who is due to be offered the coronavirus vaccinations will be contacted by the NHS & given appropriate instructions on how this can be obtained. General information on coronavirus vaccinations can be found at www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/

The company wishes to reiterate that the coronavirus vaccinations are safe & effective after being passed by the necessary regulatory bodies for widespread use. The more employees who are vaccinated will assist the company to meet its legal obligations relating to health, safety & wellbeing of employees in the workplace. If any employee is not sure about the vaccine for medical reasons then they should contact their own GP. In all circumstances employees are advised to take into account information from known & official sources when reviewing their own personnel options regarding the vaccine.

The company will keep private & confidential records of employee's coronavirus vaccination status & this information will be held in accordance with its data protection procedures. This information can assist in reminding employees that they are due a vaccination offer or a second vaccination dose.

All employees will be given reasonable time off work in order to receive their coronavirus vaccinations however the company will require notification as early as practical as to when this will be, in order to accommodate the request. The company will also require evidence of the appointment via proof of communication or via a vaccination card. Where appropriate the company will review an employee's job description in accordance with their coronavirus vaccination status & will consider any practical changes based on the circumstances presented at that particular time.

5. THE WEARING OF FACE COVERINGS OR MASKS

The wearing of face coverings or masks is **ADVISABLE AT ALL TIMES**.

However it is **MANDATORY** for face coverings or masks to be worn on site in the following situations:

- When entering internal areas or entering other enclosed areas where there is the likelihood of close interaction with other persons e.g. when entering building entrances, office areas, toilets, canteens, kitchen areas etc. (Look out for face covering signage displayed around the site)
- During general pedestrian movements around site in both indoor and outdoor areas i.e. when moving around offices, along corridors, passageways, walkways, steps & other pedestrian routes.
- When entering or leaving the site i.e. a face covering or mask should be worn as soon as you leave your vehicle upon arrival on and when leaving site at the end of your day.
- When arriving and leaving meeting situations prior to taking your seated position, including visitors.

Please note that face-shield visors can be worn however this type of PPE must be accompanied by a suitable face covering or mask underneath, which is positioned correctly over the mouth and the nose.

The face covering or mask can be removed when a person is positioned at their normal place of work i.e. at a desk, at a machine workstation, at a picking-station or in position to undertake a specific task. It is also acceptable to remove your face covering when you have arrived at the place you may take a break i.e. canteen, place of work or smoking shelters.

All persons are advised to keep their face covering or mask to-hand for when they may be required to leave their normal place of work and move to other areas around site.

If you prefer to wear your own mask this is acceptable however they can be provided from the yard office.

If you believe that you have an age, health or disability reason for not wearing a face covering, please inform your Director or Manager so these circumstances can be reviewed.

6. SOCIAL DISTANCING

- The company expects all persons to strictly follow the advised social distancing protocol during both on-site & off-site work activities.
- All employees are to remain at a safe distance from other persons wherever practical.
- If a distance of between 1 - 2m cannot always be maintained in certain situations, then avoid direct face to face interaction & you are advised to wear a mask or face covering.
- If you meet another person along a corridor, passageway or other access route then back-up or step aside so distancing protocol can be maintained.
- Follow procedures in specific areas where person numbers may be limited at any one time in order for social distancing to be maintained. This may require you having to wait until it is appropriate to enter.
- Any verbal communication & interaction with other persons should be undertaken at a safe distance & for the shortest period possible.
- Avoid any unnecessary movements around site & try to remain in your own working area wherever practical. If applicable & where safe to do so, use two-way radios, telephones & mobile phones for communication purposes which will reduce personnel movements around the site.



7. HYGIENE

Wash your hands thoroughly & regularly for at least 20 seconds at a time.

Use soap & water, or hand sanitiser to wash hands whilst adopting the advised NHS techniques.



It is advised that you wash or sanitise your hands after the following situations:

- Upon arrival to work & prior to leaving site.
- Upon leaving a building area on site & prior to entering another building area (Scrub-in & Scrub-out)
- After using toilet areas on site.
- Before & after using communal canteen, kitchen & smoking shelter areas on site.
- Before each break-time & other natural breaks during the working day.
- Before & after operating plant, machinery, equipment or tools used by other persons.
- After completing job rotations e.g. working on a machine, unloading a delivery or picking an order.
- After coughing, sneezing or blowing your nose.

Other general hygiene protocol includes:

- When coughing & sneezing cover your mouth with a tissue or the sleeve of your arm. Discard the tissue into a bin afterwards & then wash or sanitise your hands.
- Clean & disinfect regularly touched controls & surfaces using the antibacterial wipes provided.
- Wipe down any equipment in canteen or restroom areas after use, wash all cups, plates & cutlery with hot soapy water after use & wipe any items before they are put back into the fridge e.g. milk carton.
- Avoid touching your face, eyes, nose & mouth with your hands.
- Avoid shaking hands & avoid sharing items or equipment wherever practical.
- Wipe down the surfaces around your desk or workstation area at the end of each day



The company will provide additional hygiene products on site & issue these to remote workers upon request.

- Hand sanitiser.
- Antibacterial wipes.
- Disinfectant liquids & spray.
- Rolls of blue paper towel sheets.
- Latex gloves, masks or face coverings.

8. CLEANING ON SITE

Contract cleaners are deployed to clean designated office, toilet, canteen & kitchen areas on site. Cleaning methods have been ramped up in light of the COVID-19 pandemic with use of specialist products. VIRA+ uses powerful a powerful disinfectant called Selgiene Ultra to clean surfaces (BS EN 14476 / 14675) The contract cleaners can undertake a 'Deep Clean' upon specific areas around site should the need arise.

Employees are reminded to wipe surfaces on or around their desks and workstation areas on a regular basis using the cleaning items provided. The same applies to any equipment or items that may have shared use.

If an employee does not want the cleaners touching their desk or workstation area, then they should display a "DO NOT CLEAN" notice clearly in this area at the end of the day.

9. TRAVELLING TO WORK

It advised that public transport is not used as a regular method to get to your place of work. Wherever practical walk, cycle or use a car to get to work. Where the use of public transport cannot be avoided the government advises that social distancing protocol is followed & a face covering must be worn. Any persons who have COVID-19 symptoms or has someone in their household with these symptoms should not use public transport. It is advised that you do not share a car with other persons who are not in your household or support bubble. Where this cannot be avoided then the wearing of face coverings are advised, the vehicle should kept well ventilated by opening the windows & consider seating arrangements wherever practical.

10. GENERAL BEHAVIOUR ON SITE

- Social distancing & hygiene protocol should be followed at all times.
- General movements around site should be kept to a minimum.
- Paperwork should be exchanged around site in bundles to reduce movements & personal interaction.
- Personal working areas & spaces should be respected at all times.
- The use of personal vaporizers is not permitted inside buildings or other enclosed areas.
- 'Spitting' is prohibited anywhere on site.
- Do not allow other persons to use or touch your mobile phone.

11. USE OF COMMON & SHARED AREAS ON SITE

The company is particularly aware that common & shared areas on site have a greater risk of persons potentially being closer to each other. There may be circumstances where persons will have to show patience & wait to use certain areas within toilets, kitchens or canteens. Where appropriate designated signage will indicate the maximum number of persons allowed in a specific area at any one time.

Employee break time periods will be staggered wherever practical to reduce potential numbers within the shared areas. Other designated areas such as the main office reception & the yard office counter will also have a limit on the number of persons allowed in the direct area, at the same time. If waiting or queuing to access any of these areas then social distancing protocol should be maintained.

If you meet another person along an access route, corridor or passageway then you should back-up or step aside so distancing protocol can be maintained.

The company would expect all persons to respect designated working areas & space around workstations.

12. GROUP MEETINGS ON SITE

Only essential group meetings will be undertaken & wherever practical remote working tools or methods will be used to avoid any non-essential in-person contact. Where group meeting situations cannot be avoided the following general principles will be agreed & adopted to control the potential spread of the virus.

- No person with COVID-19 symptoms should attend group meeting situations.
- Group meetings should only be attended by the minimum number of persons required at one time.
- The meeting location should be spacious enough to allow all participants to socially distance.
- The group meeting should only last the minimum time required to sort out the required business.
- The meeting location should be well ventilated (Consider outside locations wherever practical)
- Hand sanitiser will be provided for use by all persons attending the group meeting.
- The sharing of items & equipment will be avoided e.g. pens, samples, drinking vessels etc.
- Group meeting participants should avoid shaking hands.

13. VISITORS TO SITE (INCLUDING CONTRACTORS)

Only essential visitors should be allowed on site & the general arrangements must be authorised prior to the visit by the appropriate Manager or Director.

- No visitor with COVID-19 symptoms should be allowed to attend site. This should be verbally confirmed with the visitor(s) upon arrival to the reception area or yard office.
- All visitors to site, including contractors, must complete a COVID-19 self-assessment questionnaire, either prior to or upon arrival at site, to confirm that all persons are free from the specified COVID-19 symptoms. (N.B. This does not apply to delivery drivers or customer collection personnel)
- The visitor should sign-in on the register stating time of arrival & any vehicle registration details.
- Visitors will be encouraged to scan the NHS COVID-19 App QR code where they have this facility upon their mobile devices. The QR code is displayed at the reception points & also around the site.
- All delivery drivers arriving on site will be quarantined, instructed to stay with their vehicle & only enter a building with prior permission (N.B. Face covering or mask must be worn if entering a building)
- Customer collection personnel will be instructed to remain with their vehicle & keep any time required inside buildings to a minimum (N.B. Face covering or mask must be worn if entering a building)
- Any group meetings situations should follow the general company guidance.
- Contractors may be required to supply their RAMS documentation which include their COVID-19 procedures for workers who attend client's premises.
- Contractors will be given specific instructions dependent upon the nature of their work & the circumstances on site at that particular time.
- Only essential company deliveries made by courier will be accepted on site, all personal items must be delivered to a home address or to an alternative collection point.
- Food delivery orders to site should be grouped to reduce the amount of visiting suppliers & to ensure the chosen supplier meets with the required food hygiene standards.

WORKING ACTIVITIES OFF SITE

The company recognises the potential risks relating to employees & staff who visit customer & suppliers premises as part of their work activities. Specific instructional guidance which outlines the general social distancing & hygiene protocol has been developed for these circumstances.

HGV & LGV drivers delivering to customer or supplier premises (See appendix 1)

Staff or employee visits to customer or supplier premises (See appendix 2)

HGV DRIVERS VISITING CUSTOMER & SUPPLIERS PREMISES

INTRODUCTION

Due to the current national outbreak of Coronavirus (COVID-19) the company would like to highlight some important procedures & controls measures when you visit other sites whilst making deliveries &/or collections. These instructions are based on government public health advice & information. They are necessary in order to protect yourselves & to minimise the risk of the virus spreading if coming into contact with infected or potentially infected people.

GENERAL PRECAUTIONS

- Keep the cab in your vehicle clean & hygienic. Remove waste & put into the nearest available bin.
- Keep a supply of alcohol-based hand rub in the vehicle cab & use this to sanitise your hands regularly throughout the day.
- Keep a supply of antibacterial wipes in the vehicle cab. Latex gloves are also available if required.
- Always remember to wash your hands thoroughly after using any toilet facilities.
- If any another person has been driving the vehicle, wipe the steering wheel, driver's seat, operating controls & door handles with antibacterial wipes.

ARRIVAL AT CUSTOMER OR SUPPLIER PREMISES

- Where practical, engage in any interaction with persons on site from your vehicle cab.
- Keep the time spent outside the vehicle cab to a minimum whilst working on the curtain-sides, the load straps & the load itself.
- Do not engage in direct interaction with other persons at the premises & keep a distance of at least one metre where this cannot be avoided.
- Avoid entering any office or building areas at the premises.
- If having to use any facilities on site, avoid any direct interaction with persons at the premises.

OTHER INFORMATION

- If you develop symptoms of a dry cough, high temperature & a shortness of breath, you must contact your line manager immediately who will advise on what further action to take.
- If you require any further information on these instructions, please contact your line manager direct.



COMPANY PERSONNEL VISITING CUSTOMER & SUPPLIERS PREMISES

INTRODUCTION

Due to the current national outbreak of Coronavirus (COVID-19) the company would like to highlight some important procedures & controls measures for personnel visiting customer &/or suppliers premises. These instructions are based on government public health advice & information. They are necessary in order to protect yourselves & to minimise the risk of the virus spreading if coming into contact with infected or potentially infected people.

IMPORTANT

- **All non-essential visits to customer & suppliers premises should be avoided.**
- **Alternative practical methods of communication should be adopted such as telephone calls, video calls & conference calls.**
- **If the visit cannot be avoided please obtain a copy of the customer COVID-19 RAMS for the premises to be visited & then get these reviewed so the visit can be authorised.**
- **The number of persons visiting the customer premises should be kept to a minimum & any formal meetings should be kept as short as possible.**
- **DO NOT visit customer premises if you develop symptoms of a dry persistent cough, high temperature & a shortness of breath.**

GENERAL PRECAUTIONS

- Keep your vehicle clean & hygienic. Remove waste & put into the nearest available bin.
- Keep a supply of alcohol-based hand rub in the vehicle & use this to sanitise your hands regularly throughout the day.
- Keep a supply of antibacterial wipes in the vehicle cab. Latex gloves are also available if required.
- Always remember to wash your hands thoroughly after using any toilet facilities.

ARRIVAL AT CUSTOMER OR SUPPLIER PREMISES

- Wash or sanitise your hands thoroughly prior to entering the customer premises.
- Follow any further instructions displayed at the customer premises & read any applicable information.
- Avoid handshakes & physical contact whilst greeting people.
- Keep at a safe distance during any direct interaction with other persons, especially within enclosed areas. It is also advisable to wear a face covering whilst moving around the customer premises.
- If having to use any facilities on site, avoid any direct interaction with other persons at the premises.
- Wash or sanitise your hands thoroughly after leaving the customer premises.

