

# Safe Working Procedures during COVID-19 Pandemic

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*Please note these SWPs have been generated in-line with guidance taken from Public Health England (PHE) sources as @ 14<sup>th</sup> October, 2020 and may be subject to change / amendment as and when such guidance changes.*

***JCS Fish Limited aim to be a Covid Secure Workplace by all staff following this procedure to protect our workforce and any essential contractors visiting site***

## **Travel to and from site:**

When travelling to and from site persons MUST travel as individuals, unless the persons live in the same household. If workers have no option but to share transport (for example, workers cannot drive):

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- Whilst travelling in shared transport, facial coverings should be worn

## **Arrival / leaving at site:**

When arriving at site, production staff are to wait before going into the staff room, maintaining social distance guidelines, and then enter the building as directed by the Covid Marshall. Office staff should maintain 2M social distancing upon arrival and exiting the building.

Production staff proceed into the changing room area and maintain social distancing whilst carrying out normal food safety hygiene procedures. Hand sanitiser stations have been provided around the site and we encourage you to utilise these at all times.

Production staff upon leaving site will be carried out using the same arrangements in reverse.

## **Break times:**

Production Staff - Breaks are to be taken on a staggered basis and groups have been split between the two canteens to avoid and reduce contact with other members of staff.

Office Staff – Again breaks are to be taken on a staggered basis to avoid and reduce contact with other members of staff, communicated internally i.e. on Teams.

In all areas - surfaces that are touched regularly e.g. kettles, refrigerators, microwaves will be cleaned regularly. You are asked to maintain social distancing while having your break. There are no exceptions to this. All staff are responsible to clean touch surfaces along with the additional cleans carried out by the sanitation team

## **Factory area layout:**

The work area will be organised where possible whereby persons can carry-out their planned work activity maintaining a minimum of 2m between each workstation. Signage has been deployed around the factory and on your hi-visibility clothing to remind you regarding the basics of social distancing, hand washing and sanitising.

Persons should be aware of other persons movements in and around the factory area and maintain the 2m distancing as far as is possible to do so (for example, going to the toilet facilities etc.). This includes all external areas.

Where social distancing cannot be maintained, perspex screens have been installed on production lines as a barrier to reduce any spray and potential coronavirus spread to those persons opposite. Please respect this equipment and report any damage or problems you may see with it. Do not tamper with the screens.

A deep clean of the factory will be carried out at regular intervals above what is normally carried out for food factory environments.

### **Office Layout:**

The work area will be organised where possible whereby persons can carry-out their planned work activity maintaining a minimum of 2m between each workstation.

Signage has been deployed around the offices, desks will be separated to maintain social distancing and Perspex desk screens have been erected where deemed necessary.

All office areas are cleaned thoroughly prior to commencement of the day, and individual office staff are provided with appropriate cleaning equipment to clean their own workstation throughout the day.

When staff are visiting other departments (only if absolutely necessary) face coverings must be worn and the necessary hand washing/sanitisation procedure must be followed.

### **Use of personal protective equipment (PPE)**

Be aware that PPE provides a barrier to assist in the reduction of spreading of coronavirus – however, when used complacently or incorrectly can be worse. Therefore, we remind you that the most important steps are to frequently wash your hands and maintain social distancing.

Face coverings, Visors and snoods can be worn if staff members feel the need or where it has been assessed as necessary, and in these instances they will be provided. This is a safety net feature that will help to prevent the spread of any virus should you not be aware of any personal symptoms. All new employees, including agency staff are required to wear face coverings for fourteen days before they become a member of the JCS Fish Bubble.

You are asked to take the neck snoods home with you and wash daily on a minimum 60-degree wash. This avoids any possible cross contamination. If applicable, plastic visors will be issued to individuals, they must be wiped down and sanitised daily, then stored in your personal locker or workstation overnight as appropriate. If disposable, masks must be removed and disposed of in the bin, these to be changed as a minimum every four hours.

Additional items of PPE such as disposable gloves will also be provided, when required, and should be worn whenever possible in production areas. This may not always be possible due to the intricate nature of the work being conducted and if this is the case then hand washing for 20 seconds is required.

If you would like to wear your own disposable face masks, these should be changed regularly (due to the dampness) and disposed of appropriately, as a minimum every four hours.

Used PPE should be taken off, placed in the dirty laundry or disposed of appropriately whether this is laundered white coats and trousers, disposable cotton liners, hairnets, or gloves. Please be conscious that your dirty laundry or rubbish is not having to be touched by anyone else.

**Notifying management if persons show symptoms or think they have come into contact with any person with COVID-19:**

If ANY member of staff thinks that they are showing symptoms of COVID-19 they are to report the fact to the management team and proceed to the isolation room on site immediately. They will then be sent home to self-isolate for the appropriate period of time, advised to book a coronavirus test and return once a test result has been confirmed as negative.

If any person in the household where the member of staff resides shows symptoms of COVID-19, the member of staff is to report this fact to the management team and self-isolate as above or until the person has been subject to a formal screening / test and been confirmed as “negative.”

Guidance is subject to change, all employees are required to keep up to date with such changes – see [Gov.uk/coronavirus](https://www.gov.uk/coronavirus) website.