

COVID-19			MHS10 issue 1
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**Introduction**

An outbreak of covid19 in the workplace will lead to disruption and potential harm, including the potential for loss of life. Everyone therefore directly working for or associated with Marlin Industries has an important role to play in:

- Minimising the chances of an outbreak
- Reducing the potential for spread

This policy sets out how we will operate as a company and as individuals, with the practical steps required to minimise the chances of covid19 being brought in to the workplace and reduce the possibility, as far as is reasonably practicable, to stop any spread and prevent any significant disruption to our daily work.

The policy is based on advice and requirements of the Scottish, English & Welsh Administrations. It will be reviewed and updated in line with changes made by the Administrations, but will remain as a single policy, i.e. it applies equally to any Marlin Industries employment centre, irrespective of country of location.

To reduce the risk of an outbreak and subsequent spread through the workplace, the covid19 policy is based on the following principles:

1. Maintaining high standards of hygiene
2. Effective social distancing
3. Limiting travel to essential only
4. Utilising the opportunity to work from home where possible

**Terms & Definitions**

Covid19 symptoms	<ul style="list-style-type: none"> <li>• Persistent dry cough</li> <li>• Fever/high temperature</li> <li>• Loss of smell and taste</li> </ul>
Self-isolation	The requirement to remain at home for a period of 14 days. When self-isolating, leaving the home is not permitted under normal circumstances, including exercise or shopping for food. Contact with other members of the household should be minimised as much as possible, including keeping a 2 metre distance or wearing a face covering.
Quarantine	Scotland, England and Wales each produce a list of countries that are considered unsafe to visit. Anyone returning from these countries is required to stay at home and self-isolate for a period of 14 days from the date of return in to the UK.

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Close Contact	When not wearing a face covering close contact with another person is considered as: <ul style="list-style-type: none"> <li>Between 1m and 2m for 15 minutes</li> <li>Under 1m, irrespective of time</li> </ul>
Face Covering	It is recognised that a face covering will be required to be used in conjunction with other personal protective equipment, eg safety glasses. It is for this reason that personal choice on face covering is permitted. A range of company provided face coverings are available, however it is also permissible for individuals to provide their own face covering if so desired. A face covering includes mask, fabric snood, or visor.

**1.0 Covid19 Symptoms**

If at any time any of the symptoms of covid19 are experienced, it is vitally important that immediate action is taken. If you feel unwell with covid19 like symptoms while in work, inform your Line Manager and leave site. If the symptoms are experienced out of your workplace, do not attempt to come into work, stay at home and isolate as much as possible from other members of your household.

Inform your line manager that you are experiencing symptoms of covid19 and will not be attending work.

Arrange to have a covid19 test, either by visiting a test centre or by a home test sent by post. It is important that the test is conducted within 5 days of first showing symptoms. A test can be arranged by calling 119 or by visiting the NHS website.

If your test result is positive you have coronavirus. Inform your Line Manger that you have tested positive. You must self-isolate for 10 days from when symptoms were first experienced. If after the 10 day self-isolation period you are well, return to work. However, if your symptoms get worse call NHS 111 for further advice.

Following a positive test result you may be contacted by NHS or Local Authority contact tracing teams.

If your test result is negative and provided you feel well enough, you should return to work.

Any period away from work due to symptoms of coronavirus will be treated as sickness and the terms of your contract of employment will apply.

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## 2.0 Hygiene and social distancing

Effective social distancing and personal hygiene are the two ways of preventing covid19 spread in the workplace. All employees, contractors and visitors are subject to the same requirements:

- Where possible keeping the 2.0m distance between you and another person
- Using face coverings where there is the chance of coming within 2.0m of another person
- If not wearing gloves, the sanitising of hands after using common pieces of equipment

Experience to date has shown that it is not always possible to avoid close contact, i.e. under 1.0m between people. For this reason, a face covering is required to be worn while on site. This extends to those sharing car journeys to and from work. As stated previously, face coverings can be provided by Marlin Industries. All will be of a re-useable standard. Once issued, the face covering then becomes your responsibility to wash and change any filters (if appropriate).

There are points at which face coverings can be removed, or are not required:

- Face coverings are not required while on a break, provided the 2.0m social distance requirement is observed. For those sites where designated rest and smoking areas can only accommodate limited numbers to enable compliance, staggered breaks are to be utilised.
- In the event of lone working in a department or on a site, a face covering is not required. A fork lift truck in itself is not designated as a lone working.

For visitors and contractors working at a Marlin Industries location, disposable face masks will be provided if so required.

Used disposable masks are considered as hazardous waste and should be placed in the appropriate container following use.

To help maintain good levels of personal hygiene, hand sanitising stations are installed at or near commonly used pieces of equipment. These include clocking points, booking in points, computers, touch screen control panels and fork lift trucks. When using other pieces of equipment and handling raw materials gloves are to be worn.

## 3.0 Travel

Until further notice, travel on company business within the UK will be restricted to essential only and needs to be agreed by a Director of the company before proceeding.

Travel to an overseas destination on company business is not currently permitted. However, for in the event of cross border travel for sub-contractors a copy of the completed Public Health Passenger Locator form should be presented. Failure to provide the completed form will result in access being denied to a Marlin Industries location.

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For those wishing to take a holiday to an overseas destination, it is best practice to advise the company of the country being travelled to.

In the event of return from a country not on the UK Government or devolved administration 'safe' lists of countries to visit, a 14 day quarantine period is to be observed.

In the event of a requirement to quarantine, you should not attempt to come into work. You should contact your Line Manager or the HR department with the quarantine period start and end dates. You should self-isolate for the 14 days. The period will be treated as authorised unpaid leave.

#### 4.0 Contact Tracing

In the event of a covid19 outbreak in the locality, contact tracing and subsequent self-isolation is the main route to stopping the spread of the virus becoming out of control.

In the event of a positive covid19 test result, NHS or Local Authority contact tracing teams will try to get in touch with all people that the person may have come into contact with.

While contact tracing is an important step in minimising opportunities for the spread of the virus for it to be effective there are particular measures that can help:

- If contacted by a member of a NHS or Local Authority contact tracing team do co-operate with answering questions.
- Do remember the definition of close contact. Also remember that if you have been wearing a face mask when in close proximity to others it does mean that you have not been in close contact with regard the definition of self-isolation.

If you are instructed to self-isolate by NHS or Local Authority contact tracing team members, you must commence self-isolation immediately. There is a requirement to complete an isolation note, which should then be passed to the Marlin Industries HR department. As part of the process, Marlin Industries will check that the self-isolation note has been submitted back to the NHS. Provided this is the case, payment of wages at normal levels will be maintained. Payment of wages through self-isolation is discretionary and is made on the basis that the person is fit to work, but has been instructed to self-isolate. Regular checks will be made by the company to confirm that any one subject to self-isolation is remaining at home – a condition specified by all UK administrations.

If it is established that self-isolation is not being followed, i.e. a person is leaving their home during the 14 day period, the company does reserve the right to treat the self-isolation period as unpaid leave.

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**5.0 Remote Working**

Working remotely, from home, reduces the potential for the spread of the virus in the event of an outbreak. For many, the option of working from home is not available, however where possible, remote working should be encouraged, but balanced against the general welfare of the individual and required staffing levels to maintain office functionality.

Remote working should be coupled with regular contact with Line Manager or colleagues, ideally daily. In addition, depending on personal choice, the option of coming into work for one or two days a week should also be provided.

Remote working should also be utilised for the delivery of training in the event of self-isolation periods.