

<b>COVID-19</b>			MHS10
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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 into 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 to any Marlin Industries employment centre

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. Limiting travel to essential only
3. Utilising the opportunity to work from home where possible
4. Effective social distancing & wearing of face coverings when feeling unwell

**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	This means you should remain at home. Do not go outside your home for any reason – that is to work, school or public areas – and do not use public transport or taxis.
Close Contact	<p>Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</p> <p>Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <ul style="list-style-type: none"> <li>○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>○ been within one metre for one minute or longer without face-to-face contact</li> </ul>

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	<ul style="list-style-type: none"> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul>
Face Covering	It is recognised that a face covering may be required to be used if a person is feeling unwell. 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.
LFT test	“Rapid lateral flow test” – give a quick result (like a pregnancy test) and can identify COVID-19 in people that are asymptomatic.
Fully vaccinated	<p>To be considered fully vaccinated for the purpose of self-isolation rules,</p> <ul style="list-style-type: none"> <li>○ you have been vaccinated with a Medicines &amp; Healthcare products Regulatory Agency (MHRA) approved COVID-19 vaccine and received your vaccine in the UK</li> <li>○ at least 14 days have passed since you received the recommended doses of the vaccine</li> <li>○ you have participated in, or are participating in, a clinical trial of a vaccine for vaccination against COVID-19 carried out in the United Kingdom in accordance with the requirements of the Medicines for Human Use (Clinical Trials) Regulations 2004(2).</li> </ul> <p>You do not currently need to have received a booster vaccination to be considered fully vaccinated.</p>

**1.0 Covid19 Symptoms**

Try to stay at home and avoid contact with other people if you:

- have any symptoms of COVID-19, and have a high temperature or you do not feel well enough to come to work or do your normal activities
- have tested positive for COVID-19 – this means it's very likely you have the virus

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.

You can come in to work if you:

- feel well enough to do so
- do not have a high temperature

In these circumstances you should wear a face covering and keep your distance from other employees.

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### If you've tested positive for COVID-19

If you have COVID-19, you can pass on the virus to other people for up to 10 days from when your infection starts. Many people will no longer be infectious to others after 5 days.

You should:

- try to stay at home and avoid contact with other people for 5 days
- avoiding meeting [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

This starts from the day after you did the test.

### If you have symptoms of COVID-19, and a high temperature or do not feel well enough to come to work or do your normal activities

You should:

- Stay at home and avoid contact with other people
- avoid meeting [people at higher risk from COVID-19](#), especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

You can come back to work if you:

- feel well enough to do so
- do not have a high temperature

If you still have symptoms you should wear a face covering and keep your distance from other employees.

## 2.0 Hygiene and social distancing

Whilst it is no longer a legal requirement to social distance some measures will remain in place at Marlin Industries as follows:

- Staggered break times to reduce numbers using welfare facilities.
- Employees working from home where possible
- Teams' meetings to be used instead of face-to-face meetings where feasible
- Driver single cab occupancy
- Employees working on customers sites must follow any additional requirements for that site

It is not necessary to wear a face covering if you are well however they will continue to be provided by Marlin Industries for those that wish to wear them. A face covering must be worn if you are feeling unwell. 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).

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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 will be restricted to essential only and needs to be agreed by a director of the company before proceeding.

For those wishing to take a holiday to an overseas destination, you should check the travel advice provided by the government against your personal circumstances at the time of booking.

The rules defining what you must do when arriving in the UK from overseas have been removed. However before you go you should check the requirements for visitors in the country you plan to travel to. Restrictions may be still be in place, for example, proof of vaccination, negative tests, quarantine and reasons for entry.

The Foreign, Commonwealth and Development Office (FCDO) provide [general guidance for British people travelling abroad \(on GOV.UK\)](#).

The FCDO also provide advice about travelling abroad, including the latest information on coronavirus, safety and security, entry requirements and travel warnings. This includes advice and information about entry requirements such as covid tests and isolation for [countries that you intend to visit \(on GOV.UK\)](#).

Carriers may also have their own requirements for negative tests to allow boarding and travel.

You should not book and pay for a holiday until your leave request has been granted and you have received the relevant notification from TMS.

### 4.0 Contact Tracing

In the event of a covid19 outbreak in the locality or a positive test result, the NHS or Local Authority contact tracing teams may still try to get in touch with all people that the person or persons may have encountered.

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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 provide evidence of contact and 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.

## **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.

Where possible, remote working should also be utilised for the delivery of training in the event of self-isolation periods.