

Covid-19 Policy (External)

ISO9001

ISO14001

ISO45001

WHEN PRINTED THIS DOCUMENT IS UNCONTROLLED

COVID-19 – PLASLOC Response Policy (External)

1. INTRODUCTION

- 1.1 Plasloc takes the Covid-19 pandemic very seriously. It is our priority to keep our employees/supply chain and clients safe and well informed.
- 1.2 Plasloc have taken advice and continue to monitor ever changing guidelines to ensure we remain proactive in our policies and procedures.

WHAT DO WE KNOW?

- 2.1 COVID-19 is a highly contagious virus with mortality rate of around 3.4% (most deaths have been in the over 50's with underlying health conditions). However, most only experience mild symptoms and recover.
- 2.2 COVID-19 spreads in a similar way to flu. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.
- 2.3 The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:
 - Cough
 - Difficulty in breathing
 - Fever (37.3C or more)

WHAT CAN WE DO?

- 3.1 The World Health Organization (WHO) and the British Government – Public Health England (PHE) have issued guideline for organisations to assist in controlling the spread of COVID-19.
- 3.2 Personal Protection
 - Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. **Catch it – Bin it – Kill it**
 - Put used tissues in the bin straight away
 - Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
 - Try to avoid close contact with people who are unwell (over 2m)
 - Clean and disinfect frequently touched objects and surfaces
 - Do not touch your eyes, nose or mouth if your hands are not clean
- 3.3 Workplace Protection
 - Make sure your workplaces are clean and hygienic. This includes desks, tables, telephones, keyboards, tools, vans and any obvious place where you or others could come in contact with. These areas should be wiped with disinfectant regularly.

PLASLOC'S OPERATIONS

- 4.1 Plasloc operates nationally, therefore our fitters and operational staff travel extensively throughout the UK. Plasloc will continue to operate nationally until such time as the government implements restriction preventing movement. Therefore, as a company we will ensure up to date information is issued on national travel as it becomes available.
- 4.2 However, we will ensure that travel is restricted, where possible, to our fitting teams who are based in the local area to the relevant sites.
- 4.3 Plasloc will maintain the existing fitting teams and wont switch fitters to other teams in order to prevent cross team contamination in the event of infection.
- 4.4 Plasloc staff have been instructed to follow the personal and workplace protection guidelines to the best of their ability. Plasloc staff will be mindful that our clients might instigate their own procedures which could differ from site to site and should be implemented and be notified to the operational team in the Head Office.
- 4.5 Where possible operational staff will be conducting meetings electronically rather than face to face.
- 4.6 We have issued 'protection' packs to each team which included disposable gloves & masks and sanitiser gel. All out staff have been instructed in there use.

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Date: 20/03/20

Date: 20/03/20

Date: 20/03/20

Due for review by: Dec 20

Department: All

Doc Ref No.: QC-PD79-5.2

Revision No.: 001

Issue Date: March 2020