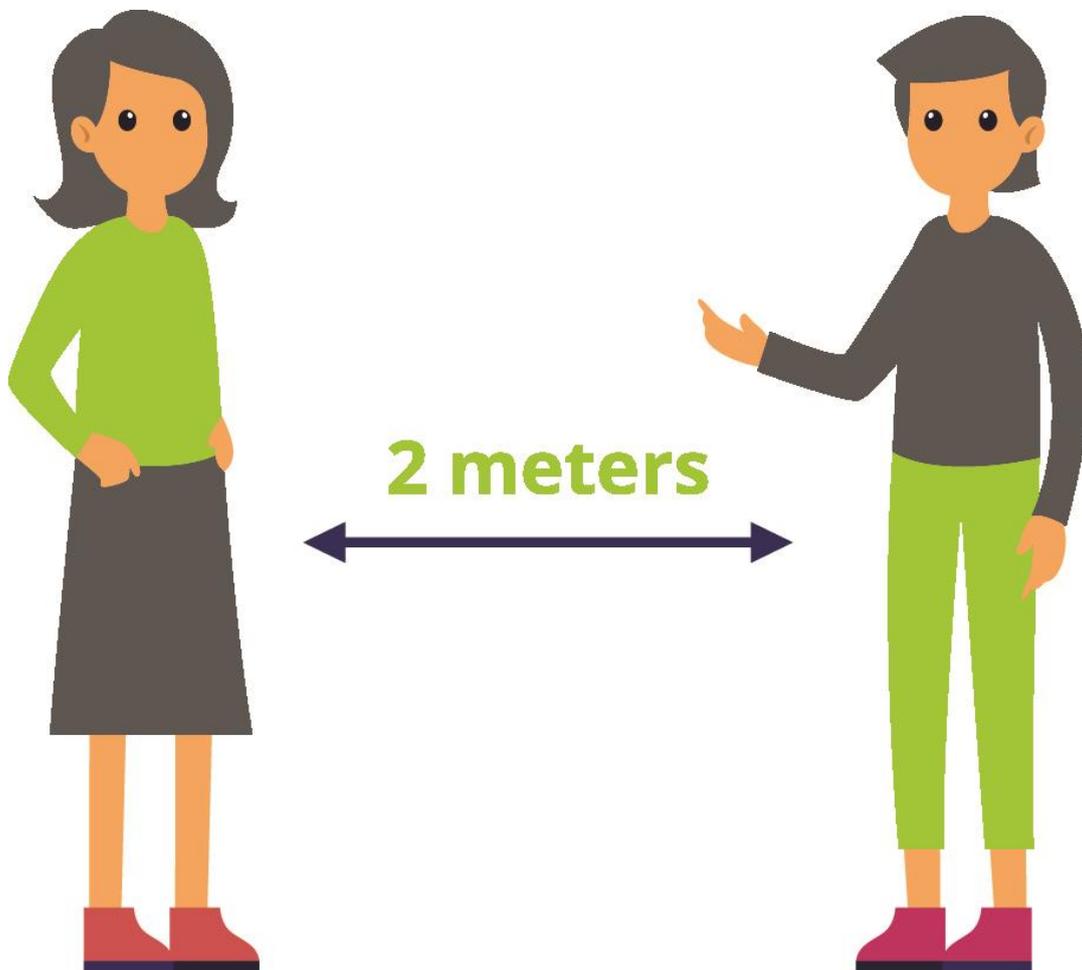


# Waste Efficiency

## COVID-19 – The New Normal

### Guide to work



#### Contact Information

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## Scope of this document

The scope of this document is to outline the guidelines set by the government surrounding the COVID-19 outbreak and how that may affect our way of working on sites and the effect this has on customers and staff.

This document also provides guidance on the new company methods of working, incorporating social distancing measures, new PPE requirements and updated method statements.

This document will also outline guidance on:

- Social Distancing
- Sickness
- Self-Isolation
- High Risk Staff
- PPE requirements
- Health & Safety
- Updated Procedures

## Social Distancing

As we get back to work, we have to change the way we work in order to carry out our tasks safely.

All staff must adhere to the social distancing guidelines set by the government and this may affect the way our working day is done. This is the new normal.

All staff working on customer sites must adhere to the new site policies which our customers will set. Waste Efficiency also have a new policy as follows:

- Manufacturing plays an important role in the economy. It can continue if done in accordance with the social distancing guidelines wherever possible.
- Sites where we have multiple staff in teams should not congregate and if there is a need to based around the task, then the 2 metre rule applies.
- If a task where 2 or more staff need to be involved and within 2 metres of each other, then staff should work side by side or facing away from each other rather than face-to-face if possible.
- Cleaning of machinery – We are providing all sites with a virucidal chemical to clean down machinery and equipment. This needs to be sprayed onto the cloth first if cleaning anything electrical and left on to dry to ensure the chemical kills the viruses.
- You must clean everything at the start of your shift, and then clean everything again at the end of your shift.
- Staff may be asked to work the same shift pattern every week to ensure they see the same people, this reduces the amount of social contact you have and will be assessed on a site by site basis.
- Break times must be staggered and taken separately where possible. You must ensure social distancing measures are adhered to at all times
- Wash you hands as soon as you arrive to work and before you leave. If washing facilities are unavailable, hand sanitiser will be available.
- Washing your hands is only effective when washing for 20 seconds or more with soap.
- You should only come in to work if you are well and no one in your household is self-isolating or has symptoms.

## Self-Isolation

You need to contact your supervisor or manager to notify of self-isolation.

**OR you can call us on 0844 264 0500**

### Main messages

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when your symptoms started. (The ending isolation section below has more information)
- After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. See the explanatory diagram
- For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period. The ending isolation section below has more information, and see the explanatory diagram
- Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- If you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period
- If you cannot move vulnerable people out of your home, stay away from them as much as possible
- Reduce the spread of infection in your home: wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser; cover coughs and sneezes

### If you have coronavirus (COVID-19) symptoms:

Do not go to a GP surgery, pharmacy or hospital

You do not need to contact 111 to tell them you're staying at home

Testing for coronavirus (COVID-19) is not needed if you're staying at home

**If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999**

If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again.

This information is correct on date of publication. Advice is subject to change. For further guidance and support, please visit <https://www.gov.uk/coronavirus>

## High Risk Staff

We are asking all staff that fit in to the High Risk category to self-isolate immediately and contact your supervisor/ manager or call 0844 264 0500

Full list of those falling into the extremely vulnerable group:

- Solid organ transplant recipients
- People with specific cancers
- People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer
- People with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- People having immunotherapy or other continuing antibody treatments for cancer
- People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors.
- People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs.
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell disease)
- People on immunosuppression therapies sufficient to significantly increase risk of infection
- Women who are pregnant and who also have significant heart disease, congenital or acquired

The guidance for people at the highest risk:

- Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough;
- Do not leave your house for at least 12 weeks starting on Monday 23rd March.
- Do not attend any gatherings. This includes gatherings of friends and families in private spaces e.g. family homes, weddings, parties and religious services.
- Do not go out for shopping, leisure or travel and, when arranging food or medication deliveries, these should be left at the door to minimise contact.
- Keep in touch using remote technology such as phone, internet, and social media.
- Do use telephone or online services to contact your GP practice or other essential services as and when you need.

Information for High Risk Staff

- Up to 1.5 million people in England identified by the NHS as being at higher risk of severe illness if they contract coronavirus should stay at home to protect themselves.
- They will receive communication shortly with detailed advice on behalf of their GP practice or specialist on how best to protect themselves.
- A raft of new measures, including a helpline for the most in need of support, have been set out for those considered to be extremely vulnerable due to their medical conditions, so people know exactly how to care for themselves and others in the coming months.
- It was also announced that a new Local Support System will make sure those individuals self-isolating at home and who are without a support network of friends and family will receive basic groceries. Community pharmacies will support those who need help getting their medicines delivered.
- The Government is working with a partnership of the groceries industry, local government, local resilience and emergency partners, and voluntary groups, to ensure that essential items can start to be delivered as soon as possible to those who need it. The people identified as the most vulnerable in their communities will be contacted directly – including in person where necessary - as a priority.
- Members of the armed forces, already in local communities helping Local Resilience Forums and local councils on their coronavirus response plans, will support this effort and are at the heart of local planning in response to this crisis.

This information is correct on date of publication. Advice is subject to change. For further guidance and support, please visit <https://www.gov.uk/coronavirus>

## Personal Protective Equipment (PPE)

You may be required to wear certain PPE based on the site requirements, but as a Waste Efficiency standard you are required to wear the following:

### Waste Operatives

Work gloves – to be worn whilst working at all times. Avoid touching your face where possible.

Site requirements for PPE

### Cleaners

Disposable gloves at all times

Aprons

Site specific requirements for PPE

## Health & Safety

Your health and safety is of paramount importance to us. We may ask you to change the way you work or the PPE you should wear. This is for your safety.

Waste Efficiency have sent disposable gloves and disposable aprons to all cleaning sites. **Please wear these and clean the gloves down with virucidal clean at the end of every shift and dispose of your apron.** Do not touch your face.

**Follow the Virucidal cleaning manual on site for all information surrounding the chemical.**

Wash your hands regularly for at least 20 seconds, avoid touching the face or mouth.

Cough in to your elbow, if you have a continuous cough or high temperature, you must self isolate immediately following the guidelines above.

### Handwashing and respiratory hygiene

There are general principles you can follow to help prevent the spread of respiratory viruses, including:

- Washing your hands more often – with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who have symptoms
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces in the home

### Site Specific Requirements

All sites have issues site specific requirements for contractors working on site.

This will be issued to you directly from the site. Where you have not received this, please contact your supervisor or manager to source this for you.

They will require certain PPE to be worn, if this is different to what you have been issued, please contact your manager immediately to address this.

Group/ Action	Wash hands more often	Household isolation for 14 days*	Self - isolation for 7 days**	Social mixing in the community***	Having friends and family to the house	Use remote access to NHS and essential services****	Vary daily commute and use less public transport	Home working
0 – 69	Yes	Yes	Yes	Advised against	Advised against	Advised	Advised	Advised
70+	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Any age Member of vulnerable group with an underlying health condition <sup>1</sup>	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Pregnant women	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Those with serious underlying health conditions	As above, but further bespoke guidance will be provided by the NHS next week							

\* if one member of your family or household has a new continuous cough or high temperature

\*\* if you live alone and you have a new continuous cough or high temperature

\*\*\* noting cinemas, theatres, pubs, bars, restaurants and clubs are now all required to close. If you meet others when you are outdoors (for example, on a walk) ensure that you stay at least 2 meters away.

\*\*\*\* for example via telephone or internet

1 such as anyone instructed to get a flu jab each year

This information is correct on date of publication. Advice is subject to change. For further guidance and support, please visit <https://www.gov.uk/coronavirus>

## Updated Procedures

We are implementing a few changes to working procedures. Mainly surrounding the Health and Safety aspect and ensuring contraction minimisation.

### Cleaners:

- Wash your hands frequently and thoroughly. We understand you are on the front line of the cleaning regimes we have on sites and are looking to us to help minimise the risk. This puts you at an increased risk should you not wear the correct PPE or follow the guidance in this document.
- Gauntlet style gloves are to be worn when cleaning at all times. They are then to be cleaned down using a virucidal cleaner which has been sent to your site and will be there in the next 3 days.
- Follow the virucidal cleaning manual for dilution rates and methods of creating a trigger spray bottle to clean them down with.
- Wear safety glasses when diluting the virucidal chemical.

- Disposable aprons have been supplied to all cleaning sites. You must wear these at all times and dispose of them at the end of your shift.
- Before you leave site, wash your hands for a minimum of 20 seconds.
- When you get home, wash your hands for a minimum of 20 seconds and wash your clothing frequently.
- Try not to touch your mouth or face.
- Use social distancing measures (keep 2 metres apart) when working with colleagues or site staff.
- Respect peoples wishes when it comes social distancing.
- **Do not go to work if you feel unwell.**

#### Waste Operatives

- Continue to wear your PPE at all times
- Before you leave site, wash your hands for a minimum of 20 seconds.
- When you get home, wash your hands for a minimum of 20 seconds and put your clothing in the wash immediately.
- Try not to touch your mouth or face.
- Use social distancing measures (keep 2 metres apart) when working with colleagues or site staff.
- Respect peoples wishes when it comes social distancing.
- **Do not go to work if you feel unwell.**

#### PPE Requirements

- All regular PPE is required as per job or site requirements.
- Additional PPE is required for cleaners. They are to wear gauntlet style gloves with a disposable apron at all times.
- Safety glasses to be worn when diluting neat chemical.

#### Face Masks

Waste Efficiency are not issuing masks for daily routine cleaning.

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.

**Waste Efficiency are monitoring PPE requirements on a daily basis in line with government advice.**

#### More Information

This information is correct on date of publication. Advice is subject to change. For further guidance and support, and to find out more information on COVID-19, you can visit the following websites:

<https://www.gov.uk/coronavirus>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>