

Waste Efficiency Ltd

SSoW Number 015

Title: Operations of mobile work force during Pandemic (COVID 19)

Scope: This SSoW summarises the safety instructions to be followed for All members of staff who are mobile workers during a Pandemic (COVID 19)

Key Requirements:

Staff have received;

- Instruction and training on:

 - The symptoms of COVID 19 and what to do if they experience them
 - The hygiene at work toolbox talk
 - The COVID 19 Risk Assessment
 - PPE and when to use it
 - Social distancing advice
 - Personal supply of hand sanitiser and information on washing facilities

PPE

Where social distancing can be strictly kept to there is no requirement for additional PPE in the work place except for customer requirements when entering sites or the following tasks.

Additional PPE

	Face mask	Eye	Ear	Foot	Dispos able Gloves
Handling goods/parcels	No	No	No	No	Yes
Loading vans	Yes	No	No	No	Yes

Pre-work instructions:

- You must be familiar with the symptoms of COVID 19 and NOT come to work if you or any member of your household has them or a confirmed case.
- You must NOT come to work if you have been in physical contact with or very close to someone who has a confirmed case of COVID 19.
- You must NOT come to work if you have been identified as vulnerable according to the Govt guidance.
- Please only bring essential items into head office to prevent cross contamination potential.
- Ensure your vehicle is kept clean using wipes provided.
- Before departing for a customer site, ensure you have all of the correct cleaning equipment and PPE to protect yourself and satisfy customer site requirements.

At Work instructions

- Ensure you regularly wash your hands and avoid touching your face.
- Adhere to the site specific covid requirements set by the customer. If you are unsure of these, please ask your manager.
- Inform a colleague if you experience any symptoms during working hours – immediately isolate yourself and preferably go straight home avoiding contact with anyone else. If you need immediate medical assistance your colleague will make this contact for you. Tel your colleague of all areas you have been during the day and these will be quarantined and thoroughly decontaminated by our designated COVID cleaner.
- Maintain social distancing during your time at work. If you need detailed support from another member of staff – use Microsoft Teams to confer and explain issues rather than face to face.
- In General do not share anything with other members of staff – like coffee mugs , pens, office equipment etc – if this can't be avoided – use the wipes provided to clean before and after use.
- If you use common facilities such as kitchen equipment – kettle, fridge etc make sure you have wiped them down with viricidal cleaner after use.
- If you have brought items into the office such as coats etc or food item, it is your responsibility to ensure they do not contaminate or become contaminated by ensuring their segregation whilst in the office.
- Daily hygiene of your workspace is also your responsibility and viricidal cleaner and disposable wipes are provided for your use.
- Head office will be COVID cleaned once per day by the designated member of staff – and this encompasses all common touchpoints both in the office, the reception doors and the toilets.
- If you feel uncomfortable or anxious about your work environment please talk to your manager about it and feel free to suggest alternative measures that could be put in place to make you feel more comfortable.

Post Work instructions

- Ensure you wash your hands immediately when you return home.
 - Recommend washing your work clothing daily. If you need additional uniform, please contact your manager.
 - Ensure you leave your work space clean, tidy and sanitised ready for the next day.
 - Ensure you remove any personal items brought with you at the end of each day
 - Your leaving time will be staggered to ensure you can socially distance
 - Socially distance during your travel to and from work as much as possible and wear PPE if this is not possible
 - Travel safely
 - Follow Govt guidelines in your personal life to protect you, your family your colleagues and theirs and of course the NHS
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References:

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

Risk Assessment – Coronavirus – premises based workers