



# Coronavirus COVID-19 Policy

Document History:	Version 1
Date:	March 2020
Review Date:	March 2021

## Overview

The health, safety and welfare of each member of our team as well as their family members is a high priority for us. We, therefore, are closely monitoring the outbreak of coronavirus disease 2019 (“COVID-19”). It is an evolving and dynamic situation, so our response to it and the details within this policy may change but are designed to provide some directions on how to respond to the risks wherever possible. The risks of the virus causing COVID-19 should be taken very seriously and PGL will monitor developments vigilantly. Because the situation is fluid, we will update you when information changes as we are able to do so through your line management.

For more information the following websites can be used:

UK government - <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

World Health Organisation (WHO) - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

This policy is to aid the safety and wellbeing of our staff, customers, suppliers and the local community and has been written using the latest government and World health organisation guidelines.

## Staff Checks and Visitor guidelines

All current staff have been checked to confirm that they have not visited any of the government listed category 1 / 2 areas within the last 30 days. Any new staff member will be checked and any who have been in the listed areas will be required to delay the start of their employment until 14 days has passed and they have confirmation from doctor that they do not have Covid-19.

All current staff have been issued with the current government guidelines as detailed below . Hand washing techniques have been explained and staff reminded that any cases of Covid-19 within their immediate family should be reported to PGL.

All visitors to site(s) are required to wash and/or sanitise hands upon arrival and then confirm whether or not they have been in an affected area within the last 14 days. If any visitors have, then they will be immediately required to leave site and return after a confirmed period of isolation (14 days) or in accordance with government guidelines relevant to the travel guidance detailed further within this policy or that of which can be found on the websites detailed at the start of this policy.

## Current guidelines to prevent the spread of the virus

- If you have been in contact with someone with coronavirus or have returned from an affected area identified by the Chief Medical Officer as high risk and you are feeling unwell with a cough, difficulty breathing or fever, stay at home and use the NHS 111 online coronavirus service or call NHS 111.
- Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
- Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to other people. Public Health England recommends that the best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.

## Travel advice

Returning travellers to Stay indoors and avoid contact with other people if you've travelled to the UK from the following places, even if you do not have symptoms:

- anywhere in Italy on or after 9 March
- specific areas in northern Italy in the last 14 days
- Iran in the last 14 days
- Hubei province in China in the last 14 days
- Daegu, Cheongdo or Gyeongsan in South Korea in the last 14 days

Stay indoors and avoid contact with other people if you've travelled to the UK from the following places in the last 14 days and have a cough, high temperature or shortness of breath, even if your symptoms are mild:

- Italy (outside specific areas in northern Italy) before 9 March
- mainland China outside of Hubei province
- South Korea outside of Daegu, Cheongdo and Gyeongsan
- Cambodia
- Hong Kong
- Japan
- Laos
- Macau
- Malaysia
- Myanmar
- Singapore
- Taiwan
- Thailand
- Vietnam

If you have any further questions regarding any information and guidance detailed within this policy, please discuss this with your immediate line manager.

This policy is subject to change by Packaged Group Limited in line with changes in statutory law, case law and best practise.

It does not form part of an employee's Contract of Employment.

Version Number	Change History (Detail amendments)	Date of review
1	Annual Review	March 2020