

COVID-19

Making Workplaces Safer and Working Together Guidelines

All Employees have a legal responsibility to their employer and each other to follow instructions regarding safe working practices.

Everyone should approach the health, safety and wellbeing of each other in the workplace with compassion and understanding.

Please be assured RiverRidge are doing everything we possibly can and putting appropriate measures in place to ensure the safety, health and well-being of all our employees. If you have any issues or concerns, please do not hesitate to contact your supervisor/manager or any other RiverRidge Manager as soon as you possibly can.

Below are some basic guidelines that should be followed by all employees when in the workplace, on other sites and/or returning to the workplace.

N.B Please note this document may be subject to change, the H&S department will continue to monitor and review the provisions in place on an on-going basis.

Employees with suspected symptoms of COVID-19

- Employees who have symptoms of the virus must let their manager know immediately, please follow public health advice and stay at home. The most common symptoms are a high temperature or a new, continuous cough.
- If the symptoms develop while at work, you must let your manager know and go home immediately.
- Employees who are designated as extremely vulnerable and subject to 'shielding' are strongly advised to stay at home at all times (as per doctors guidance). They should also avoid any face to face contact. These measures are in place for a period of at least 12 weeks from the day you are informed by the NHS or by your GP that you fall

into this category. If this applies to you, you should inform your line manager immediately.

Hand Washing & Sanitising

- Wash hands with soap and hot water for at least 20 seconds regularly. If you do not have access to hand washing facilities, please ensure you hand sanitize often.
- Everyone should wash their hands as soon as you arrive home or into the workplace. Hand washing is essential after blowing your nose, sneezing, coughing, eating or handling food.
- There are handwashing facilities and/or hand sanitiser located at the entrances/exits across the workplaces.
- There are showers on every site which can be availed off as and when required, please ask your Manager if you need any more information.

Movement Of People & Travel

- Non-essential travel should be avoided. Where travel cannot be avoided, employees should travel alone wherever possible.
- When employees use a vehicle with others, try to travel with the same person, preferably with one in the front and one in the back of the vehicle and ensure good ventilation. If this is not possible other safety measures will be put in place such as Perspex screens etc.
- Practice social distancing when using employee car parks and also when travelling to any other sites or areas. If travelling to other sites please abide by their rules.
- If you have no alternative but to use public transport to travel to work, please observe

social distancing.

- Only one person is permitted in a lift at a time.
- Please be mindful on the stairs, corridors, aisles or any of the pedestrian walkways and step aside to maintain as much social distancing in these locations as possible. This also applies on other sites and areas.

Work Processes

- Lunch, tea and smoking breaks must be staggered to reduce the number of employees in an area or using entrances/corridors at any given time.
- There will be signage on the welfare facilities doors and smoking shelters to indicate maximum number of employees allowed at any one time. Please always ensure social distancing in these areas.
- Seek to minimize the use of shared tools, if this is not possible, then the equipment must be cleaned between each user.
- Employees are advised to bring in and use own cutlery/utensils if possible.
- Employees must adhere to social distancing/2-meter rule when entering an office/workstation. Appropriate signage will indicate where employees are permitted.
- For tasks on sites or areas that involve more than one person to work in close proximity the following PPE must be worn as a minimum: Gloves, face shield or dust mask and goggles.
- All tasks or work processes that break social distancing rules must be reported immediately to your line manager or supervisor to enable a Safe System of Work to

be developed.

Cleaning

- Ensure regular cleaning of frequent touch points, such as computers, keyboards, steering wheels, telephones, door handles, light switches etc. throughout the day.
- Vehicles and machinery must be cleaned down inside after each user.

Meetings

- Meetings should be conducted by telephone or videoconference whenever possible. When physical meetings cannot be avoided, effective social distancing measures must be followed.

I confirm that I have read, understood, accept and will abide by the instructions outlined in this document regarding COVID-19 Good Practices in the Workplace

Print Name:

Signed:

Date: