

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 the covid-19 measures that are currently in place and 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.

Employees with suspected symptoms of COVID-19

The symptoms of COVID-19 are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) OR
- a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

OR

- a loss of or change in sense of smell or taste

If you develop symptoms of COVID-19 or have been identified as a close contact of someone who has tested positive, you should book a polymerase chain reaction (PCR) test immediately and isolate until the results are known. Please inform your supervisor/manager as soon as possible.

If your test is positive you will have to isolate for a total of 10 days. You can end self-isolation 10 days after your symptoms started, as long as you do not still have a high temperature. If you still have a high temperature, you need to continue to self-isolate until your temperature has returned to normal for 48 hours. You do not need to continue self-isolating for more than 10 days if you only have a cough or loss of sense of smell/ taste, as these symptoms can last for several weeks after the infection has gone.

Close contacts of Covid-19

If you're a close contact of someone who has tested positive for COVID-19, self-isolation and testing requirements will depend on whether you're fully vaccinated, your age and where you work.

A close contact can be:

- anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19

OR

- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - skin-to-skin physical contact for any length of time
 - been within one metre for one minute or longer without face-to-face contact
 - sexual contacts
 - been within two metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Aged 18 and over and not fully vaccinated

If you are aged 18 and over, but not fully vaccinated, you should self-isolate for 10 days following last contact with the positive person.

You will be asked to take a PCR but, even if this is negative, you still need to complete the isolation period.

If you are not able to be vaccinated for a clinical reason, you should complete a period of self-isolation for the full 10 days, even if you receive a negative PCR test result.

Fully vaccinated close contacts

If you are fully vaccinated (more than 14 days since you received the second dose of an approved COVID-19 vaccine) or you have taken part in an approved COVID-19 vaccine trial, you do not need to self-isolate for 10 days if someone you have been in close contact with tests positive for COVID-19.

You should get a PCR test on day two and day eight of the 10-day period following last contact with the positive person.

If the PCR test is positive, whether or not you have symptoms, you should complete a period of 10 days self-isolation from the day you first had symptoms, or the day the test was taken if there were no symptoms.

Even if you're fully vaccinated, if you have been identified as a close contact, you are advised not to visit hospitals or care homes for 10 days and to minimise contact with those known to be at higher risk if they contract COVID-19, such as the Clinically Extremely Vulnerable Group (CEV) for 10 days.

Making Safer Choices

Over recent months, COVID-19 restrictions have been eased.

- By making safer choices and following public health advice, you can help lower the spread of COVID-19 in the community
- Do your part to keep yourself and others healthy:
- book a test and self-isolate for 10 days if you have COVID-19 symptoms
- get a PCR test if you've been identified as a close contact and self-isolate if you haven't been fully vaccinated
- take regular lateral flow tests, if the result is positive then you must book a PCR test
- wash your hands
- wear a face-covering
- keep your distance from others
- limit your contacts
- avoid large gatherings and busy places
- spend time outdoors rather than indoors
- don't travel to or from places with higher COVID-19 infection rates

Hand Washing & Sanitizing

- 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, throughout the buildings and in company vehicles.
- 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 or wish to avail of these.

Movement Of People & Travel

- Don't travel to or from places with higher Covid-19 infection rates.
- The rules for travelling to Northern Ireland depends on your vaccination status and the countries you're travelling from or passing through. You must follow any requirements that have been introduced for that country, including managed isolation and day two and eight testing, where applicable. Details available on the Public Health Agency website.
- 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, please wear a mask and/or visor.
- Practice social distancing when using employee car parks and 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 and always wear the appropriate face coverings.
- 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.
- Use the facial recognition function or employee fobs when starting/finishing your shift, rather than fingerprint function to avoid touching the clocking-in/out machine. If you do touch the machine, please ensure to use hand sanitizer or wash hands immediately.
- 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 when entering an office/ workstation. Appropriate signage will indicate where employees are permitted. Wear a mask when entering a building or walking around offices.
- 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 masks.

Social distancing

- Social distancing is one of a number of measures that can help to reduce the spread of COVID-19.
- Other mitigations include good ventilation, the use of protective screens and face coverings, as well as increased cleaning and handwashing.
- The closer you are to others, the higher the risk. The risk of transmission is therefore higher at one metre compared to two metres. The level of risk also increases if there are no mitigations in place.
- Other factors that affect risk include location (indoors or outdoors), direction (whether you are face-to-face or back-to-back) and time (duration).
- The highest risk is in an indoor, crowded, poorly-ventilated space for a long period of time.

Cleaning

- Ensure regular cleaning of frequent touchpoints, such as computers, keyboards, steering wheels, telephones, door handles, light switches etc. throughout the day.
- Disinfectant sprayers are available on all sites to aid with cleaning of surfaces etc. These sprayers are also available in company vehicles.
- Vehicles and machinery must be cleaned down inside before and after each user/every

shift.

- If an employee has any symptoms or tests positive for COVID-19 then any areas they have been in, or vehicle, must be deep cleaned immediately. We have a fogging machine which can be used to do this deep cleaning of large areas.

Meetings

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

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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: