



Site Operating Procedures for Coronavirus (COVID-19)

Senseco Systems Limited

Unit 6 Ambley Green
Gillingham Business Park
Gillingham
Kent
ME8 ONJ

Contents

Introduction	3
What are Coronavirus (COVID-19) Symptoms?	3
How do I get tested for COVID-19?	4
Travelling from/to the UK?	5
Protecting people defined on Medical Grounds as Extremely Vulnerable	6
What should you do if you fall ill at Work?	6
Traveling To/From Work	7
Site Access Points (where applicable)	7
Why is it important to Wash your Hands?	8
Toilet Facilities	8
Canteens and Eating Arrangements on Site	9
Changing Facilities, Showers and Drying Rooms (where applicable)	9
What if a Safe Distance cannot be Maintained?	10
Cleaning	11

Introduction

As the UK recovers from the COVID-19 Pandemic restrictions are beginning to ease. However, Sites/Commercial Buildings must still ensure they are doing all they can to protect all Employees, Contractors & Sub-Contractors to minimise the risk of spread of infection.

This means as Senseco Employees (together our other associated businesses and their Employees), these Sites and Buildings also have a duty-of-care to consider your Health, Safety & Wellbeing during these times.

This guidance is intended to ensure suitable measures are in place when visiting all types of Sites and Commercial Buildings. These measures are consistent with the UK Government, Public Health England and the World Health Organisation recommendations. There remains a focus on social distancing and in most public places, public transport and communal areas the wearing of face masks. This guidance determines the level of control we expect for our all Employees under the Senseco remit (including associated businesses).

Whilst undertaking your work, the Health & Safety requirements for any work activity must not be compromised. If certain work activities cannot be undertaken safely due to a lack of suitably qualified personnel being available and/or social distancing being implemented, **it should not take place**. You would be required to contact your Line Management immediately who will in turn, notify our HR & Compliance Team together with H&S Team as necessary.

It is important to remember Emergency Services are still under great pressure and there may be delays in their response times.

All Sites/Commercial Buildings where we are required to undertake works, should be reminding their entire workforce of specific Site Operating Procedures (SOP's). This not only helps protect individuals but also their colleagues, families, friends and on a larger scale, the UK population.

If a Site/Commercial Building where you are working is not implementing appropriate measures or measures to which you feel adequately protected, you should speak to your Line Management in the first instance. In some cases, they may be required to shut down whilst measures are reviewed.

Alternatively, Senseco (and other associated businesses), may withdraw their workforce at any time where there is thought to be any risk to the Health, Safety & Wellbeing of our Employees.

What are Coronavirus (COVID-19) Symptoms?

Any Senseco Employees (or those who work for our associated businesses), who presents any of the following symptoms or falls within the following criteria should not attend work and should notify their Line Manager and the Director of People and Compliance for Senseco Group.

- **High Temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **New Continuous and/or Persistent Cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **Loss or Change to Sense of Smell and/or Taste** - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Upon noticing any (or all) of these symptoms, you **MUST** arrange for a **Lateral Flow Test** to be carried out immediately. (**NOTE: PCR Tests are not needed if you have a positive LFT result**). You should limit leaving your house/visitors, until you get your LFT result.

Only go to places like a GP Surgery, Pharmacy or Hospital if it is absolutely necessary - (check here if you are concerned about any symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/>).

How do I get PCR and Lateral Flow Tests for COVID-19?

In order to obtain a PCR/LFT Test, you have two options. You can either;

- Arrange for one (PCR/LFT) to be sent to your home address
- Attend a walk-in or drive-through test site
- LFT's tests can be collected from pharmacies.

<https://www.gov.uk/get-coronavirus-test> is the web-link required to obtain your test. You should not use this service if you've received a positive PCR test result in the last 90 days, unless you develop any new symptoms.

You need to get the test done at the first sign of any symptoms. If you live with someone who has symptoms or has tested positive, and you have no symptoms, a negative test result and you are fully vaccinated you can resume your usual work activities.

On days 1 to 7, after a positive LFT result, you do not need to test, however after day 7 should you receive 2 negative LFT results in a 24-hour period, you can complete your self-isolation, and return to work.

The test involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud. You can do the swab yourself (if you are aged 12 or over), or someone can do it for you. Parents or guardians will have to swab test children aged 11 or under.

You can also get a PCR Test if you have NO SYMPTOMS but have:

- been in contact with someone who's tested positive.
- been asked to get a test by a local council or someone from NHS Test and Trace.
- Been asked by a GP or other health professional to get a test.
- Been identified as a critical worker by the government.
- Been asked to get a test to confirm a positive result.
- Received an unclear result and were told to get a second test.
- To get a test for someone you live with who has symptoms

OR you're in the National Tactical Response Group.

If you are **required to show a negative test result** for any of the following, you should order **Rapid Lateral Flow Tests** which can be done at home, collected from a pharmacy.

- For Work Requirements
- To protect vulnerable person(s) in your household
- You are going into Hospital for surgery or a procedure
- You have children at Nursery and/or School within your household

Lateral Flow Tests should then be recorded (by you), on the UK Government website by following the instructions set out on the website. You will then be sent a text and email which you can use to show a negative result for these purposes.

The link to order these is the same as the one above.

If you require a test for travel purposes i.e. travelling to other Countries, you must follow a **different protocol**. Links for this can also be accessed via the one mentioned above.

If you have possible coronavirus symptoms, you need to get a LFT test done as soon as possible. You need to get the test done **immediately upon the onset of any** symptoms.

Travelling from/to the UK?

The UK Government is currently operating a “Traffic Light System” for travel to/from other countries. It is important that these guidelines are followed to prevent issues on arrival/return. With some of the countries listed, it may be necessary to quarantine so this should be taken into consideration when travelling for work or even as a holiday. More information on specific countries can be found at <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

From Monday 19th July 2021, you may also be required to show your COVID-19 Vaccination status (NHS COVID Pass). However, you should also follow the entry requirements for the country you are travelling to. See <https://www.gov.uk/guidance/nhs-covid-pass> and <https://www.gov.uk/foreign-travel-advice> for further information. The name on your COVID Pass should match your passport so it is important to check this before travelling.

Whilst travel to “Red” listed countries is currently very restricted (hotel quarantine packages must be purchased in advance), “Amber” countries are becoming more accessible. If you do travel to an “Amber” listed country, you should be aware that it’s status could change to “Red” anytime the UK Government feels it is necessary, and this could result in difficulties getting home and quarantining etc. You will also need to purchase COVID tests for your arrival back to the UK when returning from any “Amber” status country.

If you are planning on travelling abroad to an “Amber” area, you should speak to your line manager or the Director of People and Compliance for Senseco Group or a member of the HR Team as soon as practicably possible, to establish what happens operationally, in your absence.

NOTE: SSP Payments would not be applicable in this scenario. Please discuss with your Line Manager, Director of People and Compliance for Senseco Group or the HR Team who will be able to advise you in this situation (i.e. Additional annual leave/Unpaid).

When you arrive in the UK, it is very important that you stay in your declared accommodation for 14 days. It can take up to 14 days for you to develop coronavirus symptoms after you catch the virus and in this time you can unknowingly pass it on to others, even if you don’t have symptoms.

The people you’re staying with **do not** need to stay at home, unless they travelled with you.

Generally, you should check for any isolation restrictions when returning from any country. There are some Countries which are exempt from self-isolation after return to the UK and you should check the Government website for advice on this.

Protecting people defined on Medical Grounds as Extremely Vulnerable

Senseco (and their other associated business) are committed to ensuring everyone's Health, Safety & Wellbeing and are aware of Employees who may need extra or continued support during this time.

On 1 April 2021, the advice about shielding was put on hold. This meant people who might get very poorly from coronavirus were told they did not need to shield anymore. The UK Government are currently on **Step 4** of their Road Map to "normality".

Those who might get very poorly from Coronavirus can now follow the same guidance as everyone else on how to stay safe and prevent the spread.

If you are still feel vulnerable, you can help keep yourself safe by;

- Following current UK Government/Public Health England and World Health Organisation guidance at all times.
- Speak with your Line Manager or HR if you have concerns about returning to work and being around others.
- Limit the number of people you socialise with and be aware of different environments around you.
- Ensure you receive your vaccinations (they are thought to help reduce the spread of germs and virus' although scientist are currently looking into how effective the vaccines are for those with low immunity). The decision to have this is completely up to the individual and individual circumstances.
- From September 2021 the Government have introduced a "Booster Programme" alongside the issue of Flu-Jabs to help to fight against new versions of coronavirus and to protect those most at risk of getting very poorly from coronavirus.
- Continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace.
- Continue to wear your face mask when around others.

More information can be found on the UK Government website.

What should you do if you fall ill at Work?

Senseco Systems (and their associated businesses), continue to have strategic plans in place which are operational at the time of this procedure being reviewed. All Employees receive regular updates and briefings via Senior Management as/when necessary. Therefore, should anyone develop any of the symptoms as described above whilst at work, they should:

- Return home as soon as is reasonably practicable and arrange for a LFT test to be done (if displaying the classic Symptoms mentioned previously in this document). They should not leave the house and nor should anyone else within the household until results are confirmed.
- Notify Line Management/HR Team as soon as is reasonably practicable (Whether positive/negative result).
- Avoid touching anyone or any surfaces where the virus could spread and wear a face mask to ensure the protection of others.
- Cough or sneeze into a tissue and put it in a bin. If a tissue is not available, you should cough/sneeze into the crook of your elbow.

You must not return to work until you have taken a test and the relevant isolation period completed. Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Traveling To/From Work

Senseco Systems Employees (and those of their associated businesses), will travel to site **alone** using company vehicles/vans. If it is necessary to vehicle-share, then masks will be worn in accordance with current UK Government guidance.

Where this is not possible, they may use public transport (again in accordance with current UK Government guidance). This in mind, Sites/Buildings where our Employees are working should consider:

- Parking arrangements for additional vehicles (where people prefer to travel alone)
- Other means of transport to avoid public transport where possible e.g. cycling and the use of cycle racks for storage.
- Providing hand sanitising facilities at entrance and exit points as well as throughout the Site/Building.
- How someone taken ill would get home and what emergency procedures they have in place.

If travelling on Public Transport, **you should still wear a face covering** (as advised by the Government) unless you are exempt from having to do this. Check the Government website for details on who is exempt.

Site Access Points (where applicable)

Some of the work undertaken by Senseco (and their associated businesses), is done on or around construction sites. The Construction industry is also beginning to open-up following the easing of certain restrictions. However, we should still be cautious in relation to access points and where this occurs, the following measures should be considered where practicable:

- Avoid having non-essential visitors to Site.
- Introduce staggered start and finish times to reduce congestion and contact.
- Monitor site access points to enable social distancing where required – give consideration to the number of access points that may be required. Is it safer to make any adjustments for congestion and/or monitoring purposes?
- Consider removing or disabling entry systems that require skin contact e.g., fingerprint scanners.
- Ensure Employees/Visitors sanitise their hands before entering or leaving the Site/Building. Ideally, this should be with soap and water. However, hand sanitiser would suffice if not.
- Ensure that Site/Building procedures are followed and **ensure everyone is wearing face masks when inside site offices or moving around the Site/Building.**
- Follow social distancing guidelines where they are encouraged. Ideally, there should be a minimum of two metres between people waiting to enter the site.
- Ensure surfaces are cleaned regularly in areas such as Reception, Offices, Access Control and designated Delivery Areas e.g., scanners, turnstiles, screens, telephone handsets and desks. Particularly during peak flow times.

- Consider reducing the number of people in attendance at Site Inductions/Briefings and Toolbox Talk Meetings. Consider holding them outdoors wherever possible where air ventilation is better.
- Delivery drivers are advised to remain in their vehicles if the load will allow it. They should wash or clean their hands before unloading goods and materials and/or at suitable intervals.
- Follow any site specific COVID-19 guidance, particularly Toolbox talks etc.

Why is it important to Wash your Hands?

The virus can spread easily if it makes contact with your hands and can contaminate anything you touch. The most effective way of getting rid of it from your hands (we are told), is by using soap and water regularly. Where this is not possible, sanitisers are also a good alternative.

Therefore, whether you are on a construction site or attending a commercial building, you should ensure these basic procedures are in place wherever possible:

- Provisions for handwashing/sanitising. If it is a particularly large spread-out Site/Building, it may be necessary to have this provision in addition to usual facilities. Also consider if there are a significant number of personnel on site at any one time.
- Soap and fresh water should be readily available (as a minimum as part of welfare facilities). Soap should be topped-up regularly.
- Hand sanitiser where hand-washing facilities are unavailable. Sanitiser should also be topped up regularly.
- Regularly clean the hand-washing facilities. Where possible ensure deep cleans are undertaken at least once a week.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Disposal should be in accordance with site procedures.

Remember: depending on scale and size, sites and buildings may need extra supplies of soap, hand sanitiser and paper towels etc. These should be securely stored but accessible when needed.

Toilet Facilities

Senseco Systems (and their associated businesses) are now operating to normal capacity since restrictions have eased. In some cases, there may be a need for few Employees to work from home where necessary and this will have been agreed with their Line Management.

However, for our Engineers working on Sites or at Commercial Buildings, the scenario is very different so they may want to consider checking to see if the following measures are in place:

- Restriction of the number of people using toilet facilities at any one time.
- Facilities to wash hands **before** and **after** using the facilities. As a minimum hand sanitiser should be used.
- Enhance cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Portable toilets should be avoided wherever possible. This isn't always easy on construction sites but where in use, these should be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements on Site

Our Head Office site is now operating at a relatively normal capacity. However, we are still conscious of our surroundings and are committed to reducing the risk of spread of infection by keeping some control measures in place such as regular cleaning and hand sanitising.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances. We would expect cleaning regimes of some sort, to be in place at any location.

Any Employees in attendance at construction sites should consider staying on site for the duration of their visit as this will help reduce the risk of spread of infection. If anyone does leave Site to enter a shop or similar establishment, they should wear face coverings in-line with recent Government recommendations. They should also:

- Follow any site-specific procedures that are in place.
- Ensure they use any dedicated “eating areas” which are identified on site to reduce food waste and contamination.
- Ensure (where possible), any break/lunch times are staggered. This will reduce congestion and contact with others at these times.
- Ensure hand-sanitising facilities are available at entrance and exit points. Especially where food is consumed. Our Employees are encouraged to carry their own sanitiser with them whenever possible.
- Employees/Visitors should consider bringing with them, pre-prepared meals and refillable drinking bottles from home. Where possible, they should bring their pre-prepared meals in disposable packaging. This will again help to reduce the risk of spread of infection.
- Employees/Visitors should continue to practice social distancing as “best practice” and if at all possible, avoid any physical contact.
- Where any catering is provided on site, it should be in accordance with Government guidance for Cafés & Restaurants.
- Payments should be taken by contactless means of payment wherever possible. E.g, card, Apple Pay etc.
- Crockery, eating utensils and cups etc should be suitably cleaned and good housekeeping systems should be in place. Refillable drinking bottles from home is encouraged together with the use of disposable cups for any hot drinks wherever possible.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Tables should be sufficiently cleaned between each use.
- All rubbish should be put straight into bins provided and not left for someone else to clear up (unless there is specified table service).
- All areas used for eating should be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms (where applicable)

Whilst many workplaces cannot always facilitate showers and drying rooms, where they are provided care must be taken to ensure that:

- Where possible, there are staggered start/finish times to reduce congestion and contact.
- Ensure cleaning regimes are in place to cover all facilities with regular deep-cleans taking place as necessary.
- Consider increasing the number or size of facilities available on site if possible. Would it be more beneficial to restrict some of these facilities?
- Ensure that based on the size of each facility, determine how many people can use it at any one time to maintain a safe and recommended distance of two metres.
- Ensure there are suitable and sufficient rubbish bins in these areas with regular removal and disposal.

What if a Safe Distance cannot be Maintained?

It is likely that there will be some situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. Whilst these measures have now been eased by the UK Government it is still advisable to follow the safe distancing as “best practice”.

Senseco Systems (and their associated businesses), are committed to reducing the risk of spread of infection. If any Employee feels they cannot maintain what feels like a safe distance for the works they are undertaking, they will be required to notify their Line Management who will (if necessary) liaise with HR Team on the matter.

General principles

- Non-essential, physical work that requires close contact between Employees and others should be carefully considered and all parties should be in agreement that they are working comfortably.
- Work requiring skin to skin contact should also be carried out as agreed by all parties involved.
- Plan all other work to minimise contact between workers wherever possible.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of appropriately so that it cannot be reused. It should also be topped-up as necessary.
- Stairs should be considered as a better alternative to lifts or hoists to reduce the risk of spread of infection.

Where lifts or hoists must be used:

- Lower their capacity to reduce congestion and contact with other whenever possible.
- Ensure touchpoints, doors, buttons etc. are cleaned regularly
- Increase ventilation in enclosed spaces. The more fresh air being circulated, the better!
- Regularly clean the inside of vehicle cabs and between use by different operators. The number of operators should be kept minimal wherever possible.

Site Meetings

- Are now permitted in person, however all individuals should feel comfortable and where numerous people are meeting face masks should be worn as “best practice” and in accordance with UK Government guidelines. If it is possible to hold a meeting virtually/online this should be considered where there are more than a few people meeting or where substantial travelling distances are required.

- Attendees should be at least two metres apart from each other if practicably possible.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.

Cleaning

Our Head Office is cleaned regularly.

For Employees working out at various sites, they should follow site specific guidance in accordance with UK Government guidelines. Particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats/Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be emptied regularly throughout each day.

If there are any concerns around any working procedures during the COVID-19 pandemic, Employees are encouraged to contact the Director of People and Compliance for Senseco Group or the HR Team in the first instance.



Director of People & Compliance



H&S and Compliance Officer

For and on behalf of:

**Senseco Systems Ltd
Unit 6, Ambley Green
Gillingham Business Park
Gillingham
Kent
ME8 0NJ**