



COVID-19 STATEMENT KEEPING SAFE AT WORK

In these challenging times we all have a role to play in keeping ourselves and each other safe and well.

We, as a company, are monitoring our engineers on a daily basis to ensure that they do not come into contact with COVID-19 and should there be any reason for us to suspect a positive case, we, as a company, will place our engineer/s under self-isolation for a period of 14-days.

We are making sure that we are keeping up-to-date with the latest information on COVID-19 and would encourage you to do the same through these websites. Remember the media and social media will not always be reporting accurately.

- [Public Health England \(GOV.uk\)](https://www.gov.uk/public-health)
- [NHS](https://www.nhs.uk)

Whilst in work please ensure you take care of your health and protect others by doing the following:

1. Wash your hands frequently

Regularly and thoroughly wash your hands with soap and water (do this for at least 20 seconds) or clean your hands with an alcohol-based hand rub when soap and water is not available.

Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

2. Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

3. Practice good hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

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4. Practice social distancing

When in offices or welfare facilities maintain at least 2 meters (6ft 6inches) distance between yourself and others – particularly if they are coughing or sneezing. Rearrange desks and tables so you are 2 meters apart or move to other desks if needed.

For site, yard or manufacturing activities (as per Public Health England guidelines) when these need to be completed by two people who will be within 2 meters of each other because of the risks associated with the task (e.g. weight of the materials or a restriction of space) then the following ADDITIONAL STEPS must be complied with:

- Disposable paper overalls to be worn with hood up. At each break these overalls must be removed and must not be worn in welfare areas. Disposable overalls worn for tasks requiring entering the 2 meters vicinity, should **only be worn for these tasks**. All disposable overalls should be disposed of at the end of each shift.
- RPE (FFP2 or FFP3 Type) to be worn. (Respiratory Protective Equipment) . RPE worn for tasks requiring entering the 2 meters vicinity, **should only be worn for these tasks**. Disposable type RPE to be disposed of at the end of shift.
- Safety goggles or close fit safety glasses to be worn.
- Nitrile gloves to be worn under your task specific gloves.
- Due to increased amount of PPE worn take a 10-minute rest break every 60 minutes.
- Regular water hydration must also be followed, however do not share cups or water bottles.
- Hot running water and soap and/or hand sanitizer will be available and must be used regularly.

All PPE used within 2-meter social distancing guideline should be disposed of in your general waste skip or bin, bagged and tied using disposable gloves.

5. The process for putting on and taking off PPE;

1; Put on your disposable gloves first.

2; Then put on your RPE.

3; Then put on your disposable overall including hood. Make sure the hood is over the RPE straps.

4; Complete the task you needed to do.

5; First remove your disposable overalls.

6; Then remove RPE.

7; Then remove disposable gloves (see guidance below).

8; Dispose of any PPE post task or at end of shift.

9; clean down any none disposable PPE used (half mask) if relevant.

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Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease. Government guidance on social distancing is;

*Employers who have people in their offices or onsite should ensure that employees are able to follow Public Health England guidelines including, **where possible**, maintaining a 2 meter distance from others, and washing their hands with soap and water often for at least 20 seconds (or using hand sanitiser gel if soap and water is not available).*

As UT24 Ltd have some tasks where maintaining social distancing is not possible these control measure have been introduced to reduce the risk of contact.

Public Health England and the HSE at this time do not recommend the wearing of RPE or face mask in a none clinical setting, they do however recommend that all RPE should be face fit tested to the wearer in a clinical setting. UT24 Ltd are using RPE as a control to minimise contact within 2 meter social distancing. At this time face fit testing cannot be conducted on those employees who will not be entering a clinical setting, but we would ask colleagues to follow guidance on use of RPE as closely as possible. Any colleague who is required to enter a live clinical setting WILL be required to be face fit tested for the RPE they use. See HSE poster below for further advice.

6. Stagger break times

Stagger break times to ensure everyone can maintain 2 meter distance between each other. Ensure time is given for tables to be cleaned down with disinfectant spray between sittings. Clean any metallic surface such as door handles and counter tops too.

Why? This reduces the chance of people coming into contact with each other and reduces the chance of germs spreading.

7. Driving vans and other vehicles

Please arrange for ONE person only to be in vans and vehicles. Ensure additional vehicles are available for transporting to and from site.

REMEMBER

If you have a high temperature and/or a new continuous cough

If you live alone and are showing symptoms of coronavirus, however mild, stay at home for **7 days** from when your symptoms started and please inform you line manager.

If you live with others and you are the first in the household to have symptoms then you must stay at home for **7 days**, but all other household members who remain well must stay at home for **14 days**.

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For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

For further guidance please see [Public Health England](#)

Why? National and local authorities will have the most up to date information on the situation in your area. This will also protect you and help prevent spread of viruses and other infections.

