



## COVID-19 POLICY

### Introduction

Dual Seal Glass Ltd is committed to ensuring the health, safety and welfare of all employees. This policy describes the measures which have been put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

### Scope

This policy applies to all employees and interested parties of Dual Seal Glass Ltd.

### Infection control

All employees must follow the guidelines promoted by Public Health England, the NHS, HSE and the World Health Organisation on infection control whilst at work and in their daily lives. This includes:

- Regularly cleaning your hands using alcohol-based hand rub or soap and water;
- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately and washing your hands; and
- Avoiding close contact with anyone who has a fever and cough.
- To comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Notices promoting infection control best practice will be displayed throughout the workplace. Dual Seal Glass Ltd will ensure that adequate stocks of soap and hand sanitiser solutions are available in the workplace.

### Business travel and attending work

On 10<sup>th</sup> May 2020, the government set out its plan to return life to as near normal as we can, for as many people as they can, as quickly and fairly as possible in order to safeguard livelihoods, but in a way that is safe and continues to protect our NHS.

As part of this plan:

People and employers should stay safe in public spaces and workplaces by following “COVID-19 secure” guidelines. This should enable more people to go back to work, where they cannot work from home, and encourage more vulnerable children and the children of critical workers to go to school or childcare as already permitted.

You should stay alert when you leave home: washing your hands regularly, maintaining social distancing, and ensuring you do not gather in groups of more than two, except with members of your household or for other specific exceptions set out in law

You must continue to stay home except for a limited set of reasons but - in line with scientific advice - can take part in more outdoor activities.

You should only leave the house for very limited purposes:

- for work, where you cannot work from home
- going to shops that are permitted to be open – to get things like food and medicine, and to collect goods ordered online or on the phone
- to exercise or spend time outdoors for recreation
- any medical need, to donate blood, avoid injury or illness, escape risk of harm, or to provide care or to help a vulnerable person

Currently the company is not listed as one that has been ordered to close. As a result, we have re-opened from the 20<sup>th</sup> April 2020 on a reduced staffing level, but employees must work from home wherever their role justifies this. We will ensure flexible working for staff who may need to undertake some of their duties within the workplace and implement the necessary measures on an individual basis.

However, other government measures, such as the two-metre social distancing rule, should always be observed. If you have any specific concerns about attending work at this time, you should contact your manager immediately.

The government guidance explains the measures that will help you to stay alert and safe as we continue to respond to the challenges of coronavirus. Key parts of these measures are underpinned by law, which sets out clearly what you must and must not do – every person in the country must continue to comply with this. The relevant authorities, including the police, have the powers to enforce the law – including through fines and dispersing gatherings.

We will of course keep this under review and update our advice on receipt of any further clarification or change in guidance from the government.

### **Dual Seal Glass Ltd Business Continuity Plans (BCP)**

Dual Seal Glass Ltd has a robust disaster recovery and business continuity plan in place. We have significant investments in technology, software and infrastructure to ensure the business can continue to operate the business in a variety of unexpected circumstances. Due to the current Coronavirus outbreak, we have implemented some of these tasks as outlined below:

Business Continuity Strategy and Plans  
Dual Seal Glass Ltd COVID-19 Secure  
NHS Test & Trace  
Dual Seal Glass Emergency Plan  
General Hygiene Rules  
Dual Seal Glass Safe Working Procedure/Risk Assessment  
CoVid-19 Visitor Declaration Form  
Internal Communication  
External Communication  
Awareness and Training  
Workplace and Transport Provisions



### **Dual Seal Glass Ltd COVID-19 Secure**

The government, in consultation with the relevant industry bodies, has produced guidance to help ensure workplaces are as safe as possible. As a business we operate more than one type of workplace, such as an office, factory and have a fleet of vehicles. We will use all the relevant guidance and this framework and put the necessary additional measures and procedures into place, this will allow us to ensure that Dual Seal Glass Ltd can stay COVID-19 Secure during this crisis. We will publish the results of our risk assessment together with this Policy on our website. The COVID-19 Secure Notice will be displayed throughout the workplace and will be made available online also.

### **NHS Test and Trace**

The health, safety and wellbeing of all those who work for us, as well as the general public and our supply chain, is always our number one priority. We are fully supporting the NHS Test and Trace service that forms a key part of the Government's COVID-19 recovery strategy. As an employer we are keen to help more of our employees return to normal working life as soon as it is deemed safe to do so. It is vital that we play our part in promoting the use of the NHS Test and Trace service and encouraging our employees to comply with any notifications via the service to self-isolate. We are also committed to continuing to support our employees if and when they may be required to self-isolate.

### **Dual Seal Glass Emergency Plan**

Dual Seal Glass have created an Emergency Action Plan and will put this in place if a suspect/confirmed case occurs within the workplace. The company will then implement this plan to minimise the risk posed to employees and interested parties, and to prevent an outbreak occurring within the business.

### **General Hygiene Rules**

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you will find around the workplace.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

### **Dual Seal Glass Safe Working Procedure/Risk Assessment**

A risk assessment has been conducted and additional controls implemented in line with government and relevant authorities' guidance and recommendations on social distancing and ensure we comply under our legal duties as a business. The business have used the risk control hierarchy to ensure that all risks associated with COVID-19 are reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. As a business with more than 50 employees, this risk assessment will be published on the company's website. A new Safe Working Procedure has been created and implemented throughout the whole company, this is a new mandatory requirement for all employees to ensure all are aware of their responsibilities within this procedure.



### **COVID-19 Visitor Declaration Form**

This form has been implemented to prevent the spread of novel coronavirus (Covid-19) in our community and reduce the risk of exposure to our staff and visitors. By conducting a simple screening questionnaire for all persons visiting Dual Seal Glass Ltd premises it will help us take precautionary measures against potential risk.

### **Internal Communication**

Advice on how to protect our employees is communicated through various channels to advise and provide Links to guidelines and protocols as suggested by PHE, NHS and WHO. Regular updates and changes will be posted on to the company notice boards and sent via Memo's. The current business status remains unchanged with business continuing as usual, however the health and safety of our employees, customers and visitors is a priority and will be monitored on a daily basis.

### **External Communication**

In the event that employees are required to self-isolate, measures have been put in place to ensure that the business can still operate as normal and that we continue to provide its services. Dual Seal Glass Ltd will actively communicate where possible any disruptions associated with COVID-19 to customers through our incident communication channels via telephone, website or email.

### **Training and Awareness**

Training and awareness documents are sent via our employee database system and learning system. The strict procedures put in place relating to COVID-19 are a mandatory requirement and all employees will be required to acknowledge the internal documents and reporting procedure to confirm adherence to company and government guidelines.

### **Workplace and Transport Provisions**

Dual Seal Glass Ltd has updated all office/factory provisions with additional hand sanitiser, anti-bacterial soap, tissues, and additional hygiene measures. The company is encouraging and advising good hygiene practices for all employees to help prevent the spread of any infection. Each delivery vehicle is stocked with the relevant hygiene materials.

**As the current situation constantly changes daily, this policy will be constantly reviewed, and any additional amendments will be communicated to our employees and made available to interested parties upon request.**