



COVID 19 POLICY

HGHSD-0062-V1

Covid-19 Policy

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Revision	Revision Details	Date	Signed
V1	New Policy	01/04/2020	

1. Policy Statement

Haith Group considers the health, safety and welfare of each member of our team as well as their family members to be of the highest importance. We are, therefore, closely monitoring the outbreak of the novel coronavirus "Covid-19". It is an evolving and troubling situation, to which the Groups response may change. Haith Group will constantly monitor developments and communicate any updates to all employees. The Group is endeavouring to offer the businesses services to our customers as they see us a vital part of their capability as part of the supply chain providing food to the nation through this unprecedented time. The following policy details what measures Haith Group are implementing to reduce the Risk from Covid-19.

2. Policy Scope

This Policy applies to all employees, clients, visitors, travel, buildings that are part of the Group.

3. Policy Aims & Objectives

To provide information and implement measures throughout Haith Group using current Legislation, guidance and advice to reduce the risk of exposure to employees and their families from the Covid-19 virus and any harmful circumstances that may be encountered from the current worldwide pandemic.

4. Risk Assessment

Risk assessments have been carried out to highlight hazards that may be present/met in various situations during the undertaking of the Group's activities. These are to be reviewed regularly or when there are changes to emergency legislation or advice and further controls are needed to reduce the risk. (See Annex list)

5. Site Control

The site will be subject to a series of control measures to reduce the risk from Covid-19. These will include:

- The cancellation of all non-essential visits to the site.
- Covid-19 declarations completed by all visitors that are required to access site (These will include insurance surveyors for statutory inspections, contractors who are required to assist in the completion of client orders, clients collecting spares/parts).
- Signage displayed to instruct of procedures to be followed by all while on site (Hand washing, sanitising, social distancing, virus symptoms and actions to be taken if showing symptoms or if in contact with someone showing symptoms).
- Hand cleansing gels will be distributed to all departments with access provided to all employees and visitors.
- Self-isolation procedures must be followed by any person who displays any of the Government/NHS advised symptoms.

6. Cleaning Provision

Cleaning regimes on the site will be increased to allow regular deep cleaning to be done. This will include the wiping down of doors, furniture, hard surfaces and areas that are needed to be accessed during the working day. Shop floor welfare facilities shall be cleaned between split breaks.

Site teams will have access to materials to help in the sanitisation of their vehicles.

7. Building Users Behaviours

Where possible and following the Governments instructions employees shall work from home. This will be undertaken by individuals where their role within their department can still be accomplished from their own home. This might not be achievable by all in the same department.

Where persons are required to remain working from the Armthorpe site social distancing shall be implemented wherever possible. This will be achieved with the temporary relocation of employees from their normal work space to offices vacated by ones working from home.

Shop floor work tasks and schedules shall, wherever possible, be undertaken to allow social distancing.

Hand shaking as a greeting shall be banned from the site for the duration of the Covid-19 crisis and until the Government advice is changed.

All persons still working at the Company premises shall be expected to adhere to the control measures in place on social distancing and hygiene.

8. Travel

All travel shall be stopped except the delivery/collection of components from sub-contractors/suppliers. This will be via Haith Group or contracted transport vehicles.

All nonessential visits to clients by staff shall be postponed until further notice but service engineers shall continue to travel to sites to carry out service/repairs to client's equipment to help them continue to provide produce.

Any employees returning from outside of the UK shall self-isolate for 14 days to allow any symptoms to develop during the incubation stage.

9. Contingency Plans

Haith Group will regularly assess the financial impact of the evolving Covid-19.

This will allow decisions to be made to keep the business viable through these unprecedented times. The Government Coronavirus Job Retention Scheme (CJRS) may be instigated. This will see employees Furloughed from periods of 3 weeks to 3 months while being paid 80% of their wage.

10. Information/Communication

Regular updates shall be compiled using the latest Government/NHS advice and guidelines. These shall be communicated to all staff via posters, e-mail, notice boards etc. Haith Group directors shall convene regularly and produce statements detailing Company advice and decisions in response to the evolving crisis.

Appendix 1:

Authoritative Bodies/Legislation

- a. Government Advice**
- b. NHS Advice**
- c. Coronavirus Act 2020**

Annexes:

- A. RA-Covid-19**
- B. RA-Covid-19 Site Work**
- C. RA-Covid-19 Working From Home**
- D. HGSD-0061-Overseas Working Travel Policy**