

## Haste Coronavirus Policy

### Working in customers' properties

#### 1. Risk Assessments

- A Generic RA to be shared with the customer by the office via email or verbally over the phone.
- The Head of SHEQ will check all field calls for the following day, for any that may have not been recorded, these **MUST** be the first priority of the morning.
- Field staff will complete their site specific RA as per normal.

#### 2a. Doorstep C19 Protocol

- Wash your hands before and after each visit
- Explain that you and the Company are following government guidelines to maintain a 'COVID Secure Workplace'
- Ask customer whether they are self-isolating / symptomatic
- Ask customer to maintain the minimum 1m at all times
- Ask customer for their preference on you wearing/not wearing a face covering
- Treat everyone you meet as if they were infectious

#### 2b. If any occupant is self-isolating / symptomatic

- If a customer is symptomatic or self-isolating then they need to be in a separate room to your workspace, and open windows to ventilate if available. Additionally you must not enter the room until at least 15 minutes have elapsed.
- Non-essential works –  
Rearrange for 10 days' time (communicate with the office), or if the customer has confirmed they have had two negative as per section 7

#### 3. Hand Washing

- Maintain frequent (on site at least every 20 minutes) & rigorously for at least 20 seconds per wash
- Must hand wash before and after each site visit
- Must hand wash before and after handling your face covering
- Must hand wash after coughing or sneezing or customer contact

#### 4. Coughs and Sneezes

- Sneeze or cough into a tissue and dispose (or your arm if tissues are unavailable)

#### 5. Social Distancing (minimum 1m between any other person)

- Including colleagues  
Exception 1 - as per below point 9. Two Person Working  
Exception 2 - in emergency situations e.g. to prevent injury

#### 6. Avoid face touching

- Always wash your hands before eating / drinking / smoking etc.

## 7. Self-Isolate

- *If you or anyone in your household develop symptoms you must self-isolate as per UK Government guidelines (unless you are fully vaccinated, again please follow UK Government guidelines on self-isolating)*
- *The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have had 2 negative LFT tests taken on consecutive days. The first LFT test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFT tests taken a day apart.*

## 8. Two Person Working

*Where working together is necessary and 1m rule cannot be achieved:*

- *Activities in this category should be limited as much as possible*
- *Face coverings are a personal judgement between both you and your colleague (see below point 9. Face Coverings)*
- *Best endeavour to use the same two employees to make up a team in Coalville and two for a team in Petersfield.*

## 9. Face Coverings

As of 27<sup>th</sup> January 2022, the law has now changed on face coverings, these are now a personal judgement.

- *Whilst working inside customer premises, face coverings are the customer's choice – customers must be asked in step 2a Doorstep Protocol.*
- *Whilst working inside our offices, face coverings are not legally required, however they will be a personal judgement for you to make. Please ensure you respect the choice of your colleagues.*
- *Wash hands before applying or removing your face covering.*
- *Handle by the straps only when putting on/taking off and store in a re-sealable bag*
- *Do not touch it whilst it is being worn.*
- *Do not wear a wet face covering*
- *Store removed face coverings in a sealable bag*
- *Wash your face covering daily.*
- *If you are having difficulty breathing, remove the face covering*

## 10. Shared Indoor Workspaces

- *Should be well ventilated by leaving doors and windows open.*

## 11. Working from the Office

- *Can be made up of 50% home, 50% work as long as social distancing can be maintained*
- *External Meetings (i.e. clients etc.) should be kept to a minimum and keep to 1m rule/ventilate room.*
- *Internal Meetings to be kept to a minimum and keep to 1m rule/ventilate room.*
- *Maintain office/field segregation*

## 12. Working in Care Homes

- From 11<sup>th</sup> November 2021, anyone working or deployed in Care Homes must be double vaccinated unless medically exempt, and must carry NHS proof that will be shown to Care home staff on arrival.
- Health Questionnaires must be completed by all employees with vaccination statuses, to ensure the right member of staff is sent to any Care Home we attend.
- 'Sites' will state whether the address is a Care Home for ease of booking.

Note a COVID-19 SECURE poster must be displayed in every Building/Company Vehicle

### Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

#### • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer HASTE LTD Date 12 May 2020

Who to contact: christinabeverley@hasteld.co.uk  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)