

Holdsworth

Reducing the spread of Covid-19 in Workplace

Some people are more at risk of contracting Covid-19 or other similar respiratory viruses such as flu and potentially developing more serious illness.

Those more at risk are; **Older people. Women who are pregnant. Unvaccinated people. Immunosuppressed people. People with certain long-term health conditions**

In order to protect these people we must all continue to take reasonable precautions within our lives and workplaces and in line with public health advice.

What are the hazards?	Who might be harmed and how?	How are we limiting the spread?
Contracting Covid-19 Virus in the workplace	Staff Visitors Contractors – Who are more at risk of developing more serious illness if they contract Covid-19 or similar respiratory infections	<p>Ventilation throughout offices, warehouses and vehicles is key in reducing the potential spread of Covid-19 and similar respiratory viruses within the workplace. Windows and doors should be kept ajar to increase air circulation. Extra layers should be worn to maintain a comfortable temperature during colder months.</p> <p>Signage to remind staff to wash hands more regularly for 20 seconds and with soap. Hand washing facilities provided for staff.</p> <p>Hand sanitiser distributed to depots for drivers and at building entry points.</p> <p>Cleaning schedules updated in line with current guidelines and more frequent cleaning taking place in high contact areas and workspaces.</p> <p>Workspaces assessed to ensure recommended safe distancing guidance can be observed. No overcrowding in offices or canteens.</p> <p>Daily and weekly cleaning schedules of work spaces. Staff provided with disinfectant wipes and asked to clean their own work spaces at start and end of shift.</p>

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Contracting Covid-19 Virus in the workplace - continued	Staff Visitors Contractors – Who are more at risk of developing more serious illness if they contract Covid-19 or similar respiratory infections	<p>Staggered break times and signage on tables to allow for social distancing in common areas. Signage in smoking shelter to limit numbers and maintain social distancing.</p> <p>Staff asked to keep their work spaces clean and clear of personal items.</p> <p>All warehouse and butchery staff have individual lockers for their personal items.</p> <p>Drivers provided with alcohol hand sanitiser and disinfectant spray. Vehicle disinfection undertaken at start and end of shift and recorded on driver's weekly sheets.</p> <p>Drivers issued with face coverings which are to be used in premises where government guidance states that they wear one and when requested to do so by a customer.</p> <p>Guidance issued to drivers on good hygiene practices whilst delivering. All delivery drivers advised to observe safe social distancing guidelines when on customer premises and follow customers' own RA guidance. Use hand sanitiser following all deliveries to customers.</p> <p>Staff visiting and delivering to Care Home settings must be fully vaccinated and able to prove their vaccination status in order to enter the Care Home premises.</p> <p>Guidance issued to Field Sales on good hygiene practices whilst visiting customers. All Field Sales staff advised to observe safe social distancing guidelines when on customer premises and follow customers' own RA guidance.</p> <p>Field Sales staff supplied with hand sanitiser and disinfectant wipes to keep themselves and their equipment clean. This is to be kept in their vehicles.</p> <p>Reusable, washable face coverings issued for use.</p> <p>Staff should cover their mouth and nose when they cough or sneeze and immediately sanitise their hands.</p> <p>If staff do develop symptoms of Covid-19 or similar respiratory infections or feel too unwell to work they are advised to follow current government guidance.</p>

A copy of this document is available on the Holdsworth Foods website.