

# Covid-19 Plan for Temporary Workers



## 1 Introduction

M8 have taken their advice from the Government and have produced this document to help its staff continue to work safely while reducing the risk of the spread of Coronavirus. As this is an unprecedented, changing virus, the information is correct as of 9th June 2020.

## 2 Steps you can take to reduce the risk of spread of Coronavirus

### 2.1 Your responsibilities

- ▼ It is important you follow the guidelines given to you by M8 and the Company you are carrying out your assignment
- ▼ You must do all you can to eliminate the risk of Coronavirus for you, your family and colleagues
- ▼ If you have concerns, report this to M8 in order that the concerns can be reviewed and action taken as appropriate
- ▼ If you have any Covid-19 symptoms even if they are mild, you must stay at home

### 2.2 Social distancing

- ▼ Adhere to the 2 metre gap between people. This is especially important when spending longer periods of time with people such as anything around 15 minutes or over. Walking past someone is lower risk but where possible always keep a safe distance.
- ▼ It's important to remain vigilant with this rule especially in places where people normally congregate such as canteen or smoking area
- ▼ If you see people congregating, report it to a Supervisor so this can be stopped
- ▼ Adhere to signage where seating areas are closed
- ▼ If you want to use smoking area, canteen etc. and there are people in this area, wait until people have left this area to maximise space between you and others
- ▼ Where possible it is better to not rely on public transport.

### 2.3 Cleaning/hygiene

- ▼ You should regularly clean your work station
- ▼ You should follow handwashing guidance and keep your hands clean
- ▼ When washing your hands, it is recommended you wash them with warm water and soap for at least 20 seconds, making sure you are washing all areas of your hands. If soap and water is not available, hand sanitiser should be used.
- ▼ Avoid touching face, mouth and eyes
- ▼ Where possible, keep doors left open this means less surfaces being touched for example doors in corridors should be left open with a door stop

#### 2.3.1 *When using hand sanitiser*

- ▼ All alcohol based products have potential to be flammable. Make sure you store away from high temperatures and flames
- ▼ Watch where they are being stored and do not store in direct sunlight
- ▼ Ensure you allow the sanitiser to dry and vapours disperse before smoking
- ▼ Avoid contact with your eyes, if product gets into your eyes, rinse thoroughly with water
- ▼ If swallowed seek medical advice immediately
- ▼ Always read the instructions on the bottle and follow the product guidelines

### 2.4 Displaying symptoms

- ▼ The symptoms of Coronavirus are a new continuous cough, a high temperature and/or loss of smell or taste.
- ▼ If you are displaying any of these symptoms in work you must immediately go home and stay at home for the next 7 days
- ▼ If you are displaying these symptoms at home, you must not come into work and must stay at home for 7 days
- ▼ If someone in your family is displaying these symptoms, you must stay at home for 14 days from the day of their first symptom
- ▼ When calling in to report an absence, someone from M8 may go through some questions with you to gather more information on your absence

## 2.5 Complacency

- ▼ It's important that as time passes and people become more used to the 'new normal' so that complacency doesn't set in.
- ▼ Keep reminding yourself of the importance of adhering to the rules

## 2.6 PPE

- ▼ The current guidelines advise that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.
- ▼ If you feel you need PPE provided, please raise this with M8

## 2.7 Wellbeing and mental health

- ▼ M8 recognise this is a stressful and uncertain time. It is recognised that not everyone copes the same way and that there is a tendency in the transport, warehousing type industries to be expected to cope with a large amount of pressure given the ever changing and challenging circumstances that we operate to which are often met with large amounts of variables.
- ▼ We would encourage you to speak to people if you are finding this situation overwhelming. Please speak to your colleagues, or a member of the office team from M8 or if you'd prefer there are also external services. The Samaritans are talking calls 24-7 on 116 123.

## 3 Issues common to delivery staff

### 3.1 How to protect yourself while out on the road

- ▼ Use the face shield provided when going into delivery points
- ▼ Clean your cab thoroughly when starting your shift ensuring the high risk areas are disinfected. This includes disinfecting steering wheel, door handles, seat, radio etc.
- ▼ M8 would suggest regularly wiping down the surfaces of the vehicle throughout your shift. If you are a distance driver and it's only been you in cab you will need to do this less frequently compared to a multi-drop driver. It's suggested cleaning at regular intervals if you've been in an out of the lorry

#### 3.1.1 *Double manning*

There is some Health & Safety Executive guidance on how to do 'double man' safely.

It is unlikely to be possible to maintain the recommended 2 metre distance in a vehicle cab, so ideally there should be only one person in the cab. Public Health England (PHE) has approved the following guidance note, issued by the Department for Transport (DfT):

- ▼ Where it is not possible, workers should keep the window open for ventilation and they should be careful to avoid touching their face at all times. (M8 recommends it's better to not use air conditioning and instead to keep windows open, if this isn't possible use fresh air function rather than the air circulating function) Facing away from each other may help to reduce the risk of transmission. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. They should wash their hands with soap and water for 20 seconds or longer before getting into, or after getting out of, the vehicle, or use hand sanitiser.
- ▼ Remind staff to catch coughs and sneezes in tissues. Provide hand sanitiser and tissues for staff, and encourage them to use them.
- ▼ As far as possible, where staff are split into teams, fix these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals. Keep teams as small as possible. Spread out standard processes, so that only one team is needed to complete a task at a given time.
- ▼ Staff should still be advised to keep 2 metres apart as much as possible. Staff who are unwell with symptoms of coronavirus (COVID-19) should not be working. Staff who are in a vulnerable group should be supported to follow social distancing guidance. Staff who are in an extremely vulnerable group should be shielded and supported to stay at home.

#### 3.1.2 *Accessing toilets at delivery sites*

- ▼ The HSE have been very clear on the guidance that drivers should continue to be allowing access to welfare facilities.
- ▼ If you are at a site and this isn't happening, please report this immediately to M8

## 4 Concerns

If you have any concerns, please report immediately to M8 so that they can be reviewed and actioned if necessary.