



Returning to work COVID 19

Introduction

The COVID 19 pandemic has produced the need for an extra level of protection that we need to provide to our Employees & people visiting Roman Ltd, this will be predominantly through washing hands, social distancing, isolating working operatives where possible and the wearing of PPE.

This is **above** those existing requirements under current safety, health and environmental legislation.

COVID 19 documents will be issued to all staff so that they are aware of the arrangements being put in place. It will also be issued to all contractors for them to review their working methods against the standards identified in this document.

Basic changes

The procedures that have been set in place to reduce COVID 19 are set out as follows (these maybe added to or change at any time accordance with government guidelines)

- Contact / Segregation, where possible Roman has limited the contact between individuals, Production working producers have been changed to allow further distancing, Office areas have been changed where possible to increase distancing
- Where possible screens have been installed between work station
- Extra walkways have been introduced to ensure staff maintain distancing rules.
- Working times and break times have been staggered to keep personnel apart.
- Some areas maybe out of bounds or limited number such as only 9 people at any one time can use the canteen facilities and one person per table
- Smoking areas have been limited to 9 people
- Doors to generally be left open during working hours, reducing the need to unlock on a regular basis.

- Toilets are to be restricted to maintaining social distancing rules.
- Employees will be asked to bring flasks rather than use communal kettles for hot water. Similarly, workers will be asked to bring their food for breaks in a cool bag which they can keep in their own vehicles.
- Extra cleaning of toilet facilities and the canteen facilities will be implemented. Production tools areas will be cleaned regularly.
- First Aid will be dealt with as normal, with the First Aider protecting themselves with appropriate PPE (mask and gloves).

Hygiene

- Implementing appropriate hygiene practices at workplaces and for all individuals.
- Hand sanitising station has been installed at various points in the building.
- On arrival, individuals will be required to wash their hands before proceeding to their work station.

Personnel Protective equipment

- Roman will provide the appropriate protection as the demands of the work environment, work activity and UK Government guidelines change.

Health

- All workers to be encouraged to report if they have any underlying health conditions.
- Nobody should attend work where they have or are suspected to have COVID 19 symptoms.
- Any worker that reports symptoms is to be instructed to leave work and self-isolate in line with Government guidelines.
- Any worker who has previously been tested for COVID 19 is to provide a certificate/text of the results (positive or negative) given to them.

Declaration

I can confirm that I have read and understood the above statements for the purposes of ensuring my safety and that of my work colleagues and others.

Should you have any further queries please contact your supervisors

Name (Print).....

Signature.....

Date.....