

Emergency Action Plan for Covid 19

GUIDANCE: If anyone becomes unwell with a new, continuous cough, loses their sense of taste or smell, or has a high temperature in the workplace, they should be sent home and advised to follow the stay at home guidance. At the time of writing the government is not recommending the need to close our workplace if one person develops symptoms on our premises. The NHS Test and Trace service will normally determine whether or not our business needs to close. However, if we have more than one suspected case, we will need to report it to our local Health Protection Team as well. Check the **Yougov** website for the nearest location of the nearest team. They will need to investigate and will help us to decide on the most appropriate course of action to take before any test results are returned.

Please bear in mind that not all cases of symptoms will be confirmed as coronavirus (COVID-19). If the person with symptoms needs clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit their GP, pharmacy, urgent care centre or a hospital. Anyone who is showing symptoms qualifies for a test. Tests can be booked online via the relevant government website. Persons who cannot use the online services should instead contact the NHS Test and Trace service on 119 to arrange a test. When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact with in the 48 hours before symptom onset. If any of those close contacts are co-workers, the person who has developed symptoms should ask BG to alert those co-workers. Close contacts at this stage do not need to self-isolate unless requested to do so by NHS Test and Trace or a public health professional, but they should:

- Avoid contact with people at high increased risk of severe illness from COVID-19, such as people with pre-existing medical conditions;
- Take extra care in practising social distancing and good hygiene; and
- Watch out for symptoms and self-isolate if they also show signs of COVID-19. BG will keep other staff informed about COVID-19 cases among their colleagues.

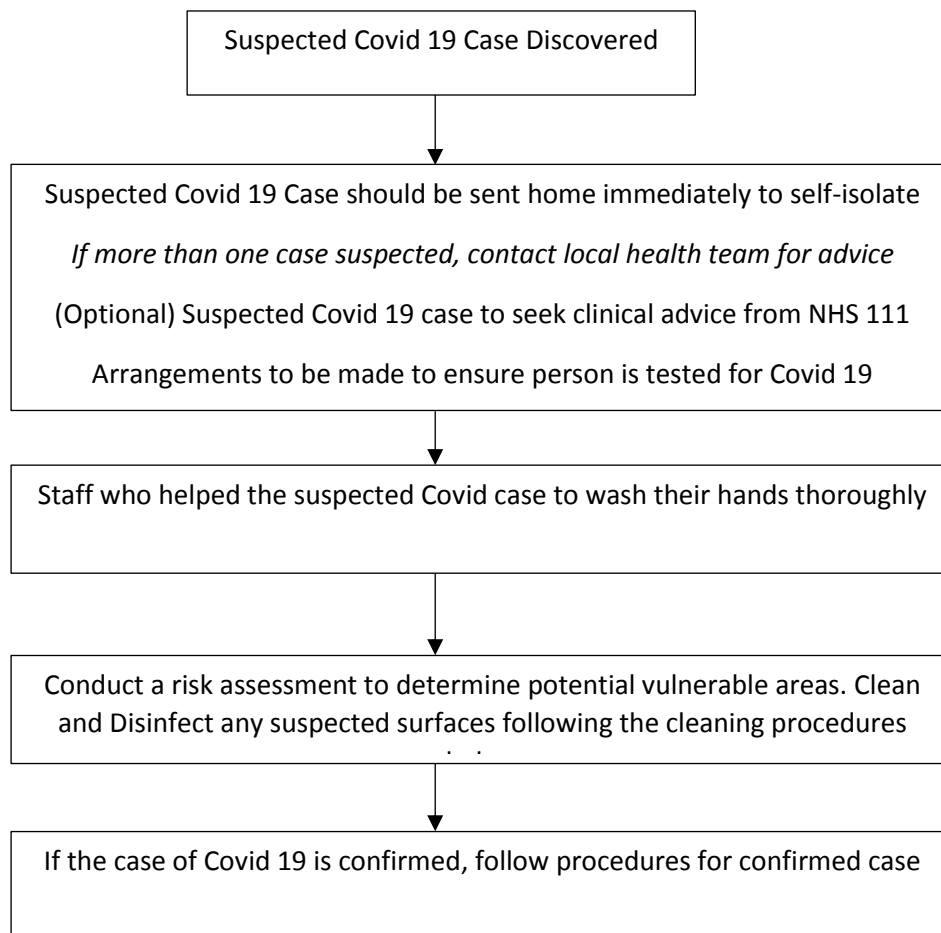
Close contact means: any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Sexual partners. A person who has travelled in a small vehicle with someone who has tested positive.

Anyone who has been in recent close contact with a person showing symptoms of COVID-19, or a person identified as an asymptomatic carrier of the virus through testing, may receive a notification from the NHS Test and Trace service asking them to self-isolate. If a person receives a notification from the NHS requiring them to self-isolate, this should override any previous instructions about whether to isolate or not. Anyone who is told to self-isolate by the NHS should do so immediately and follow all further instructions from that service. You should clean and disinfect any surfaces that the unwell person has had significant contact with, such as worktops that they may have sneezed on or areas of floor where they have vomited. Closing the premises to do a 'deep clean' should not be necessary as BG follow government guidelines for Covid secure workplaces. An investigation will need to be completed to decide on whether the incident needs to be reported under RIDDOR (the

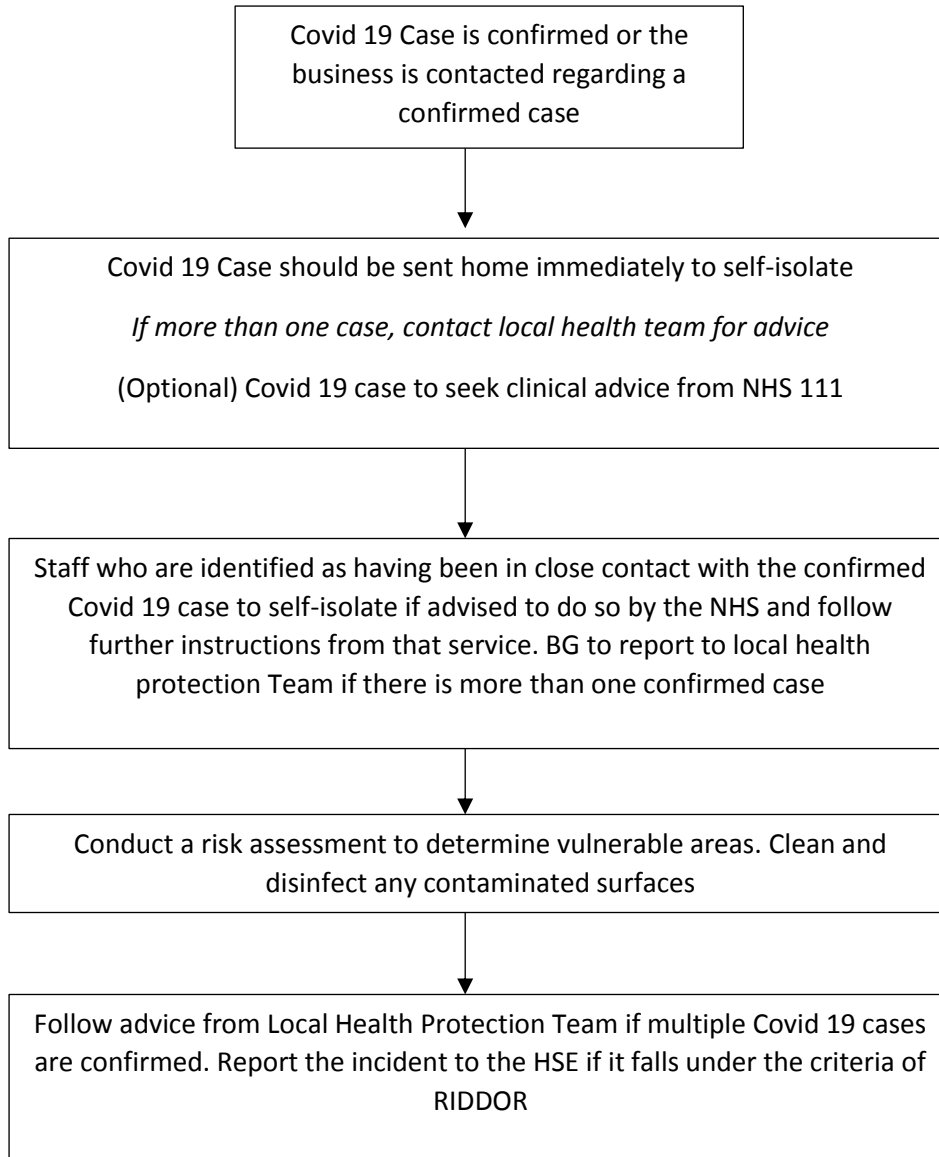
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. If we have had a tested and confirmed COVID-19 case on our premises, the NHS Test and Trace service or our local Health Protection Team will be in touch to take over the risk assessment process and advise us about what to do next. If multiple cases of COVID-19 appear in our workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help us manage the outbreak.

- I. Suspected Cases in the Workplace
- II. Confirmed Cases in the Workplace
- III. Cleaning procedures

I. Suspected Case of Covid 19 in the Workplace



II. Confirmed Case of Covid 19 in the Workplace



III. Cleaning Procedures in the Workplace

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) Health Protection Team can advise on this.

Cleaning and disinfection

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

or

- any disinfectant is used within the organisation ensuring that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from other employees. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

There will be a charge for this service.

Other household waste can be disposed of as normal.

Stay Safe, Act Safely, Be Safe