

# MATtest Ltd

## COVID 19 Management Plan








Revision No	Review/Changes/Amendments	Issued By	Date	Approved By	Date
01	New - COVID 19 Return to Work MP	CH	18/05/20	CF	18/05/20

This management plan has been produced in order to manage the return to work process during the COVID19 Pandemic, aspects of this management plan may be subject to change in order to continually comply with the latest Scottish Government Guidelines to protect all employees and their families. Any/all changes will be communicated with all personnel.





Compliance with company procedures and the Government Guidelines are essential in preventing the spread and protecting the workforce.

## **COVID19**









Still in line with Government Guidelines, if you or someone in your household is showing symptoms,

-  Contact your Manager immediately, do not come to work, follow the Government Self Isolation Advice
-  Complete the NHS Isolation Note
-  You are eligible for testing, this can be Self-Referral or Employer Referral
-  If whilst at work you begin to feel unwell with the COVID 19 Symptoms alert your Manager immediately
-  If you have been in close contact with someone who has the virus, contact your Manager and self isolate
-  Only return to work when clear of infection
-  If you or someone from your household are categorised as vulnerable contact your Manager.







## **Hygiene**

-  Wash your hands thoroughly with soap and water for at least 20 seconds or use the hand sanitiser
-  Don't touch your face
-  Cover your mouth when coughing or sneezing with a tissue (ensure you dispose of the used tissue in the appropriate receptacle) or this inside of your elbow
-  Clean your equipment and work area

## **Access & Egress (LABORATORY STAFF)**

-  Access and Egress will be via the Reception entrance
-  On arrival, wait in the designated waiting zones which are spaced out 2 metres apart
-  When called step forward, your temperature will be taken if you are happy for us to do so
-  If temperature acceptable, you will move forward to the next waiting zone until you reach the changing room facilities
-  Apply the Hand Sanitiser
-  Change as quickly as possible, only touch your own locker, key in and enter the laboratory
-  At the end of the shift, maintaining the 2 metres social distancing everyone will line up
-  One by one access the changing facility, key out, change as quickly as possible and exit

## **Toilets (LABORATORY & OFFICE STAFF)**





-  Only one person allowed in the washroom at any one time
-  Ensure when you are using the washroom to turn the sign to occupied
-  Knock first to ensure in the event someone has omitted to turn the sign to the correct status
-  Clean the toilet facility before and after use
-  Clean hands thoroughly with soap and water in line with the Government Guidelines, signs are erected in the washroom. Dry hands with blue roll and dispose of in the appropriate receptacle
-  When exiting return the sign to vacant

## **Kitchen Area (LABORATORY & OFFICE STAFF)**





The Kitchen area cannot accommodate the 2 metres social distancing measures, therefore the following will apply

-  Prepare lunches and snacks at home so they are ready to eat







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-  Bring in your own utensils and cups
-  DO NOT share lunches, snacks or utensils
-  Designated areas throughout the premises shall be prepared for rest periods (eg lunch and breaks)
-  The designated areas must be cleaned after use









### **Travelling to and from Work**

-  Walk or cycle where possible, maintain social distancing
-  Do not car share unless you are from the same household
-  Wear masks if having to use public transport and try to maintain social distancing
-  Clean hands thoroughly in line with Government Guidelines




### **The Laboratory**

-  Laboratory personnel must ensure they maintain the 2 metres social distancing
-  Masks to be worn in the event that the 2m social distancing cannot be applied
-  Only retrieve the equipment that is required for your task
-  All equipment must be cleaned with antibacterial wipes after use
-  Doors must remain closed to prevent inadvertent access to non-essential people.
-  Laboratory staff should not access offices and office staff should not access the laboratory unless the social distancing can be maintained and only if it is absolutely necessary. Prior to entering an office knock the door and wait to be invited in.

### **Offices and Office Personnel**

-  Office staff to continue to work from home where possible
-  Offices must accommodate the 2 metres social distancing, therefore only the agreed number of personnel are permitted in the offices
-  Laboratory staff should not access offices and office staff should not access the laboratory unless the social distancing can be maintained and only if it is absolutely necessary. Prior to entering an office knock the door and wait to be invited in.
-  Only sit at your allocated workstation, do not share equipment
-  Do not print needlessly. Only one person allowed at the printer/scanner/copier at any one time. If someone is already using the printer/scanner/copier either wait until they have finished whilst maintaining the 2 metres social distancing or come back later.
-  Use hand sanitiser after touching printer, door handles or surfaces etc
-  Offices to be kept clean and tidy using the cleaning products provided.
-  Communicate via telephone and emails





### **Michael & Lindsay's Office**

-  Do not enter Michael and Lindsay's Office area
-  Michael & Lindsay not to use the Main Laboratory entrance, they must use the tea point entry
-  Prints shall be left in a tray at a designate area outside the office




### **Communication**

-  Any updates will be communicated via memorandums, e-mails and notices erected on the notice board

### **Personnel Protective Equipment (PPE)**

-  PPE to be worn in line with Risk Assessments
-  Re-usable PPE to be cleaned thoroughly after use
-  Single Use PPE to be removed and disposed of carefully and securely in a closed receptacle.
-  Wash hand thoroughly in line with Government Guidelines










## Cleaning & Waste

-  Everyone must ensure the premises and equipment are kept clean and tidy, maintain this as you work
-  Rotas will be drafted and implemented for end of shift cleaning
-  All waste must be disposed of correctly in the suitable receptacles



## Visitors

All planned visits have been postponed unless they are absolutely necessary. Any unplanned visitors must not be permitted into the premises. Intercom will be used to talk to any unplanned visitors, if samples are being dropped off advise them to leave them in the designated drop off area outside the laboratory with the paperwork securely attached. Any deliveries should be left at the front reception area outside, once the delivery driver is more than 2m away then the package can be retrieved and brought into the premises. Check the package against the delivery note, sign, date and file. Dispose of the packaging in the recycle receptacle, thoroughly wash hands in line with government guideline.





## Attending Site

-  Prior to attending site you will be advised by your Manager/Administrator of the specific site H&S procedures and protocol
-  Maintain the social distancing of at least 2 metres
-  Carry out your task in line with the Company Procedures, Government Guidelines and RAMS
-  When carrying out testing where plant is involved ensure the plant operator still exits the cabin, they must maintain the at least 2m distancing measures
-  Wear all PPE in line with the RAMS
-  On completion clean your equipment with antibacterial wipes
-  When you return to your van, carefully remove all PPE, clean reusable PPE, disposable PPE should be carefully disposed of using the bags provided, ensure they are sealed and placed in the appropriate receptacle.
-  Use the hand sanitiser provided for your hands
-  Paperwork does not need to be signed and passing of paperwork to be avoided, this includes timesheets, make a note on the timesheet "Not signed due to COVID 19"

## Site Welfare Facilities

-  Your Manager/Administrator will advise you prior to attending site of the facilities available, you should Also be advised at the site induction/briefing
-  Take your breaks and lunches in the van unless there are suitable facilities on site that can accommodate the Government Guidelines. Prior to eating and drinking use the provided hand sanitiser

## Travelling to & from Site

-  Keep van clean and tidy with the cleaning products provided
-  No passengers permitted in company vehicles
-  Swapping of vans is not permitted unless absolutely necessary and discussed with your Manager, if there is no alternative the donor must clean the van prior to the recipient receiving it, the recipient should also clean the van on receipt.
-  When re-fuelling, wear gloves using the pump, where possible use the pay at the pump service, dispose of the gloves securely in the bags provided and place in the service station receptacles if they have appropriate ones for COVID 19

## Dropping Samples Off at the Laboratory

-  Park in the Drop off/Pick up Zone

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DO NOT ENTER the premises



Leave the samples in the designated areas, ensure paperwork is securely attached to the samples



Drop off/Pick up and leave, do not linger around



Drive away from the pick up/drop off zone

## **Unit 9**



Park in the Drop off/Pick up Zone



ALERT the Laboratory Staff Member working in there that you require access



Only 1 site employee permitted in Unit 9 at any one time



Maintain the 2m Social Distancing guidelines



Drop off/Pick up and leave, do not linger around



Drive away from the pick up/drop off zone

## **Communication**



Any updates will be communicated via phone calls, messaging and e-mails

## **Monitoring**

Management will monitor the procedures to check their effectiveness, procedures will be continually reviewed and in accordance with Government Guidelines. Where measures need to be revised/changed/improved these will be discussed and all personnel updated.

Company Director Name : Chris Ferrie

Company Director Signature :

Date : 18/05/20