

MATtest Site Services 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	MO	18/05/20

COVID 19 Return to Work Management Plan

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 if you don't have a tissue



Clean your equipment and work area with cleaning products provided

Access & Egress (OFFICE 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



Use the hand sanitiser at the entrance point



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

Toilets (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 (OFFICE STAFF)

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



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



Bring in your own utensils and cups



DO NOT share lunches, snacks or utensils

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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

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



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

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.

SITE

The Company Portal System



All jobs and information relating to the jobs will be uploaded onto the Portal system reducing the need for hard copy paperwork

Attending Site



All specific site H&S procedures and protocol for your job will be uploaded to the portal, including the Clients COVID rules



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 will also be advised at the site induction



Take you 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



If required a mobile welfare van shall be hired providing welfare facilities such as hot running water, sink and toilet

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

Containers



If someone is already in the container, DO NOT ENTER, stay in your vehicle and wait until they have left

Dropping Samples Off at the Laboratory



Park in the Drop off/Pick up Zone



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

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Park in the Drop off/Pick up Zone

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

Only 1 MSSL 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

Paperwork



If there is any hard copy paperwork, post it in the post box outside Unit 10, DO NOT enter the premises
Office staff will retrieve the paperwork wearing disposable gloves, which must be carefully removed
And securely disposed of, paperwork will be scanned and/or filed.

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 Contracts Director Name : Michael Osbaldstone

Company Director Signature : 

Date : 18/05/20