



IMSM Ltd

Covid-19 Policy

Following the everchanging circumstances caused by the COVID-19 pandemic, we at IMSM Ltd Malmesbury have produced a policy outlining our plans of action.

Precautionary Measures:

The current government guidelines are that employees should work from home if they are able to. Where the office is open and working from home is not an option, you should attend work.

The IMSM Ltd work area is divided into 3 floors and comprises of 5 multioccupancy offices. The covid-19 risk assessment (racvd-19.1.0) has identified the maximum number of workstations that are to be used in each space in accordance with current government guidelines.

For areas such as the kitchen and bathroom areas there is a limit of one person using the space at a time due to the spaces constraints and will be given a general clean after every use using appropriate cleaning chemicals. Employees must only use their own mugs/cups/plates etc to minimise contamination.

The guidance below has been produced for working staff:

There are 2 main modes of transmission for COVID-19, these include:

- 1) Close contact with people (within 2 metres), with a chance of droplets being inhaled into the lungs;
- 2) Touching surfaces, objects or the hand of an infected person and then touching your own mouth, nose or eyes.

There is little evidence that people who are without symptoms are infectious to others.



Public Health England has released preventative measures that all staff will follow:

- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze. Put all used tissues in the bin straight away.
- Wash your hands with soap and water for at least 20 seconds, often. This includes in between serving each customer, or between jobs. Hand sanitiser can be used if soap and water is not available. Guidance can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866065/Handwashing_techniques.pdf
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Clean and disinfect frequently touched objects and surfaces. This includes desk surfaces, door handles and keyboards. It may be necessary for stationary to be disinfected and not to be shared between employees unless absolutely necessary. All employees have been provided with antibacterial wipes and appropriate cleaning tools to clean equipment.
- It is encouraged that uniforms/work clothes are washed daily to help contain the spread of infection.
- Due to likely transmission between person-person contact, it is advised that you do not shake hands to protect all from the spread of infection.
- There is no evidence that facemasks are beneficial in the protection from infection however it does suggest that it may prove effective in stopping and infected person from passing it on to other surfaces.
- Contractors including building maintenance and cleaners will be required to wear PPE face masks and gloves while working in the IMSM Ltd offices. A record of contractors who have visited the offices will be kept by the management of IMSM Ltd, which will include date and time of entry, time spent on site and the company they work for. There is no requirement to obtain personal details from the individual. This information may be required if there was a confirmed case of covid-19 for tracing purposes.



Decontamination process of infected sites procedure:

Personal Protective Equipment (PPE)

If a confirmed case of Covid-19 had been present in the office, then the follow decontamination process must take place.

- The minimum required PPE to be worn for decontaminating an area where a confirmed case has been identified includes the use of disposable gloves and aprons.
- Hands should be washed with soap and water after all PPE has been removed.
- If a risk assessment of the setting indicates higher level of contamination or visible contamination with body fluids, then the need for additional PPE such as a surgical facemask or full-face visor should be considered.
- Our local health protection team are:

Public Health England, Wiltshire Health Protection Team, who can be contacted on 0300 303 8162 (option 1 then option 2) if advise is needed.

Cleaning and disinfecting procedures:

- Public areas where a symptomatic individual has passed through and spent minimal time in but are not visibly contaminated with body fluids can be cleaned as directed by any existing workplace risk assessment or manufacturer's instructions on the safe use of their cleaning products.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects visibly contaminated with bodily fluids and all potentially high contaminated areas such as worktops, door handles and bathrooms.
- Use disposable cloths or paper roll and disposable mop heads, to clean and disinfect all hard surfaces, floors, chairs or door handles and sanitary fittings in the room. A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine will be used.



- When items cannot be cleaned using detergents or laundered, for example upholstered furniture and mattresses, steam cleaning may be used.
- Any items that are heavily contaminated with body fluids and cannot be appropriately cleaned will be discarded, with permission.
- If possible, we will keep the contaminated area closed and secure for 72 hours and wait until this time for cleaning, as the amount of virus contamination will have decreased significantly. The area can then be cleaned as directed by any existing workplace risk assessment or manufacturer's instructions on the safe use of their cleaning products.

Laundry

- IMSM Ltd staff will be provided with disposable overalls in the event of decontamination.
- Staff have been advised that in the event of a decontamination, uniforms should be washed on the hottest temperature setting that the fabric will tolerate.
- Any objects containing washable material should be laundered at the hottest temperature and will not be shook to avoid all necessary agitation.
- If a staff member was to test positive for COVID-19 then all clothing items must be washed at the hottest temperature the fabric will tolerate.

Waste

- Waste from cleaning of areas where possible cases have been should be placed in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied.
- Waste bags should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- Waste should NOT be left unsupervised awaiting collection. You should NOT put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
- If the individual test is negative, this can be put in with the normal waste.



- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will place your bags in orange infectious healthcare waste bags for appropriate treatment.

Following up with individuals involved in environmental decontamination

- The names and contact details of those who carried out the cleaning of a contaminated area will be recorded by IMSM management.
- The local health protection team will advise on arrangements for follow up, required 14 days after the cleaning process took place.

Self-isolation guidance:

The incubation period of COVID-19 is between 2-14 days. If you develop the following symptoms:

- Cough
- Difficulty in breathing
- High Temperature

Then we ask that you phone in sick and self-isolate for a minimum of 7 days.

Equally, if you have been in contact with someone who has the COVID-19 virus then we ask that you self-isolate for 14 days, or for 7 days after symptoms have appeared. You can seek further advice on this matter by going onto the NHS 111 website or by phoning the NHS 111 helpline.

Further advice can be found on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Returning to work:

All IMSM Ltd employees who need to self-isolate due to symptoms or being in contact with COVID-19 will receive statutory sick pay.



Following the self-isolation guidance above:

- Staff who have symptoms of COVID-19 must not return to work before a period of at least 7 days from when the symptoms started and must only return to work after this 7-day period if symptoms are no longer present.
- Staff who have been in contact with a COVID-19 case must not return to work for 14 days if they experience no symptoms. However, if symptoms appear during this period of self-isolation staff must not return to work before a period of at least 7 days from when the symptoms started and must only return to work after 7-day period if symptoms are no longer present.

This policy statement will be subject to continuous review due to the changing nature of this situation. Updated: 15/06/2020.