

## **WMF Covid19 Office Health and Safety Protocols**

Waste Management Facilities business operating protocols during the Coronavirus Covid-19 pandemic will ensure the workforce is protected and will minimise the risk of spread of infection.

These protocols are intended to introduce consistent measures throughout the Company, in line with the Government's recommendations on social distancing.

These are exceptional circumstances and the Waste Management Industry must comply with the latest Government advice on Coronavirus at all times. The health and safety requirements of any waste management activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Waste Management Facilities will remind its Team at every opportunity of the Waste Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

### **Self-Isolation**

Anyone who meets one of the following criteria should not come to work:

- Has a high temperature or a new persistent cough
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

### **Procedure if Someone Falls Ill**

If a member of staff develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

### **Travel to Work**

Wherever possible staff should travel to the Office alone using their own transport, WMF will consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.

### **Hand Washing**

Waste Management Facilities will:

- Provide additional hand washing facilities where necessary
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Waste Management Facilities will need extra supplies of soap, hand sanitiser and paper towels and these will be securely stored.

### **Toilet Facilities**

Waste Management Facilities will:

- Restrict the number of people using toilet facilities at any one time
- Ensure staff wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

### **Canteens and Eating Arrangements**

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal. Whilst there is a requirement for Waste Management Facilities to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. will be removed from use. The workforce should also be required to stay on in the Office once they have entered it and not use local shops.

- Staff will use the Staff Canteen to eat their meals in
- Break times will be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and will be used by staff when entering and leaving the area
- Staff should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Staff must sit 2 metres apart from each other whilst eating and avoid all contact
- Crockery, eating utensils, cups etc. should not be used
- Drinking water is provided with enhanced cleaning measures
- Tables will be cleaned between each use
- All rubbish will be put straight in the bin and not left for someone else to clear up
- All areas used for eating will be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices.

### **Avoiding Close Working**

- Waste Management Facilities staff will avoid working in a proximity of less than 2 meters
- Stairs will be used in the WMF Office
- Increase ventilation in enclosed spaces

### **Meetings on the Premises**

- Only absolutely necessary meeting participants will attend
- Attendees will be two metres apart from each other
- Rooms will be well ventilated / windows opened to allow fresh air circulation
- WMF will hold meetings in open areas where possible.
- Staff will utilise the MS Teams meeting facilities wherever possible

### **Cleaning**

Enhanced cleaning procedures will be in place, particularly in communal areas including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day