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# COVID-19 Policy

Effective February 2022

*A. Nevins*

Signed,

**Andrew Nevins**

DIRECTOR & OPERATIONS  
MANAGER



**T**his policy is for the attention of all employees and sub-contractors who are working for or on the behalf of GUTA Engineering Ltd. We are required by law to assess the risks posed by working during the ongoing COVID-19 pandemic; this policy will outline new ways of working, best practices to ensure the continuity of business operations and proactive steps to address concerns, minimize the spread of the novel coronavirus and protect and support employees. This policy will be read in conjunction with the COVID-19 Risk Assessment.

## Scope

**Section 2.1** This policy applies to all employees of GUTA Engineering Ltd., including contractors and casual staff. It is for the attention of both site-based and office-based workers and is designed to ensure

- the continuity of business operations,
- reduced risk of the spread of COVID-19,
- proper implementation of new guidelines and working practices and

- support for our employees during this and any future outbreaks.

## Site-Based Work Policy

[Section 3.1](#) We aim to outline and introduce our new working practices, guidelines and procedures. All staff will be expected to abide by these rules though noting that adherence to them serves only as a minimum requirement of proper workplace health and safety; employees will also be expected to follow the site rules as demonstrated by the principal contractor.

### I. General Hygiene

- Wash hands regularly for at least 20 seconds.
- Wear a face covering in enclosed spaces.
- Ensure face coverings are compliant with EN14683 or EN149:2001; class FFP2 or FFP3.
- Stay at least 2 meters apart from other personnel.
- Cough/sneeze into a tissue or sleeve, preferably into the elbow; if you use a tissue, discard it properly and clean your hands immediately.
- Avoid touching your face, particularly your eyes, nose and mouth with your hands to prevent infection.

### II. Travelling/Commuting/Driving to Work

- Ensure to follow the social distancing rules when travelling to and from work.
- If you must share a vehicle, do not stop off or take the long route—try to keep your shared journeys as short as possible.
- Try to share the vehicle with the same work team; avoid switching teams to reduce the number of people with whom you come in contact.
- Keep the windows of a vehicle open when sharing with any other passenger(s). Maintain face coverings and opt to travel side-by-side or behind other people rather than facing them, insofar as seating arrangements allow.
- Wash or sanitize your hands every time you get into or out of the vehicle and every time you touch your face or nose.
- Use disinfectant wipes to sanitize any areas of the vehicle often in contact with the hands, including but not limited to the
  - steering wheel,
  - gear stick,
  - handbrake,
  - indicator and wiper control arms,
  - beacon switches,
  - door handles,
  - seat belts and buckles,
  - window buttons,
  - mirrors,
  - stereo and
  - climate control buttons.

### **III. Social Distancing**

- It is paramount that you obey the principal contractor's social distancing rules while working on their site. As a minimum, you are expected to adhere to government social distancing guidance which can be read in full using the link detailed in Appendix 001. The key points of the social distancing guidance are as follows:
  - You should minimize the time spent with people you do not live with.
  - When around other people, ensure that you are 2 meters apart from anyone not in your household or support bubble.
  - You should also avoid physical contact, close interactions and shouting or singing in the close vicinity of another individual.
  - You should also avoid crowded areas with lots of people and touching things that others have touched.
  - If you cannot adhere to a 2-meter social distance or are in an enclosed area, you must wear a face mask. You should still limit close contact as much as possible, take regular breaks and employ hand-washing facilities.
  - Frequently clean work areas, tools and equipment.
  - Avoid sharing tools with other operatives. If this must be done, ensure you wipe all tools with antimicrobial wipes before and after using such tools.
  - Avoid working face-to-face wherever possible, opting for back-to-back or side-to-side collaboration.
  - Breaks will be staggered to reduce congestion and contact between employees, but this must be done in accordance with site rules.
  - A COVID Display card is to remain visible in workplaces.

### **IV. Social Distancing**

- We advise that all employees download and use the NHS COVID-19 app. This helps us track and trace employees who need to isolate. Please refer to Appendix 002 for more information.
- All company phones must have the track and trace app installed. If you use a company mobile phone, please ensure this is working correctly and, in the event of any problems, report to your supervisor.
- If you do not wish to download the NHS COVID-19 app on your personal phone you will need to notify your supervisor; additional monitoring may need to be put in place.

### **V. Travelling Abroad: Domestic and Business**

- If you intend to travel abroad on holiday, you must notify the Head Office of your travel destination(s).
- It is extremely important that you regularly check governmental guidelines regarding the destination(s) to which you plan to travel. You may be required to self-isolate and quarantine for a period of time. Refer to Appendix 003 for more information. Any work-related travel will be coordinated to ensure adherence to national and local restrictions.

## Office-Based Work Policy

Section 4.1 Refer to the following policy guidelines for all office-based activities.

### I. General Hygiene

- Wash hands regularly for at least 20 seconds.
- Wear a face covering in enclosed spaces (unless seated and 2 meters from colleagues).
- Ensure face coverings are compliant with EN14683 or EN149:2001; class FFP2 or FFP3
- Stay at least 2 meters apart from other personnel
- Cough/sneeze into a tissue or sleeve, preferably into the elbow; if you use a tissue, discard it properly and clean your hands immediately
- Avoid touching your face, particularly your eyes, nose and mouth, with your hands to prevent infection.

### II. Travelling/Commuting/Driving to Work

- Ensure to follow the social distancing rules when travelling to and from work.
- If you must share a vehicle, do not stop off or take the long route—try to keep your shared journeys as short as possible.
- Try to share the vehicle with the same work team; avoid switching teams to reduce the number of people with whom you come in contact.
- Keep the windows of a vehicle open when sharing with any other passenger(s). Maintain face coverings and opt to travel side-by-side or behind other people rather than facing them, insofar as seating arrangements allow.
- Wash or sanitize your hands every time you get into or out of the vehicle and every time you touch your face or nose.
- We will stagger start and finish times so employees can maintain social distancing when entering and exiting the office.

### III. Social Distancing

- Follow the in/out walkways around the office and stay within your work areas as indicated by floor markings and signage.
- Avoid standing or sitting at other colleagues' workstation. Maintain a 2-meter social distance from colleagues, limiting close contact as much as possible.
- Frequently clean work areas including phones, keyboards, and mice.
- Avoid sharing enclosed spaces, e.g., kitchens, corridors, stairs or toilets.
- Wash/sanitize your hands regularly.
- Avoid sharing equipment with other colleagues. If this must be done, wipe all equipment with antimicrobial wipes when you start and finish using the equipment.
- Use back-to-back and side-to-side working orientations (rather than face-to-face) wherever possible.

If you are working from home,

- keep in touch with your team and manager regularly through phone calls, video calls and conference calls.
- we will ensure you have all necessary equipment to complete your work at home.
- we will schedule calls with home workers to check on wellbeing and any additional needs while working at home.

## Guidelines for Testing & Isolating

**Section 5.1** The main symptoms of COVID-19 are a high temperature, a new continuous cough and a loss or change to your sense of taste or smell. If you develop any of the above listed symptoms while at work, you must follow the following steps:

- Report to your line manager using the most appropriate means without contravening social distancing guidelines.
- Notify the Head Office via a phone call or email.
- Avoid touching anything.
- Return home immediately, ensuring you follow specific site procedures.
- You must start your isolation period as per government guidelines from the first day you started showing symptoms. You will need to arrange to get tested.
- You must notify GUTA Engineering Ltd. of your test results and continue to follow government guidelines.

## Communication

**Section 6.1** GUTA Engineering Ltd. will ensure that

- all employees will be notified of our company COVID-19 Policy via company introduction or site communication (including memoranda).
- employees are empowered to actively contribute to and provide feedback on this policy.
- employees are notified of all changes to this policy.

## Monitoring & Review

**Section 7.1** GUTA Engineering Ltd. will monitor and review this policy to ensure compliance with governmental guidelines. Effectiveness of this policy will be assessed through

- feedback from workers, the Health and Wellbeing Committee—if applicable—and Management.
- review of the policy by Management and the Committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation

## **Guidance and Support**

<https://www.gov.uk/coronavirus>

### **Appendix 001**

<https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19>

### **Appendix 002**

<https://covid19.nhs.uk/>

### **Appendix 003**

<https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19>