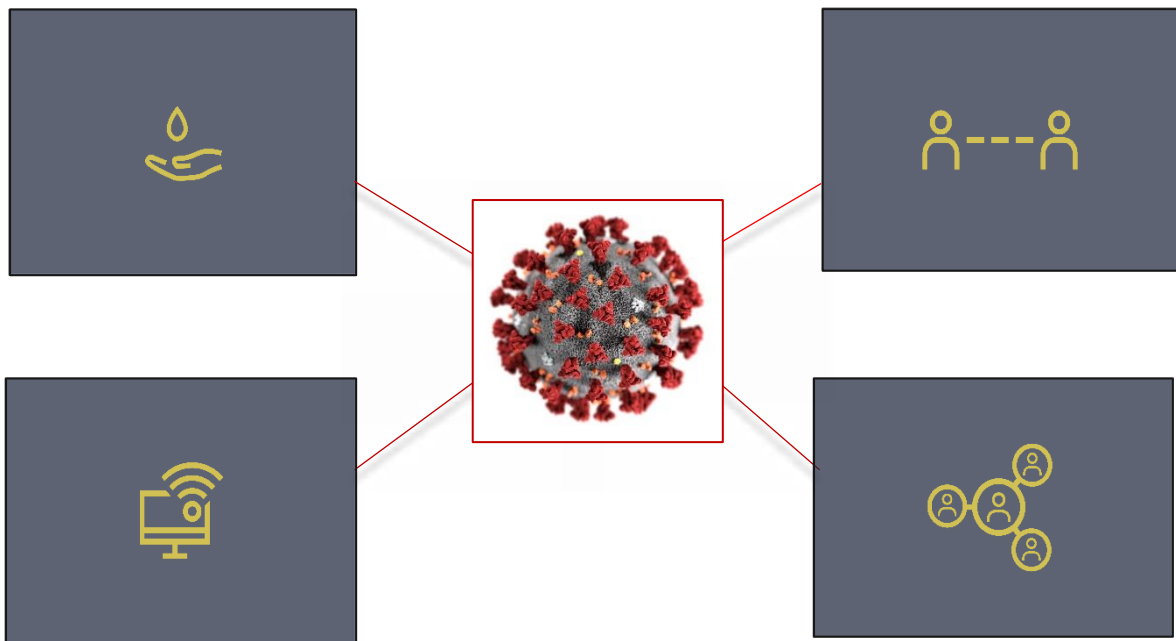




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COVID-19 POLICY



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INTRODUCTION

This Company Policy includes the measures we are actively taking to mitigate the spread of COVID in the Workplace and at Third Party and Customer Sites.

This COVID-19 Policy applies to all of our employees who undertake services for JWS as part of their employment both at the JWS premises and externally at Customers Sites. This policy also applies to those staff who are remote working (Working from Home).

Contractor and Visitor Policies are also included as part of this Policy and also form part of Contractor Codes of Conduct.

This COVID-19 Company Policy is susceptible to changes with the introduction of additional governmental guidelines and changes in regulations.

SICKNESS/SYPTOMS

Staff must inform their Manager immediately and isolate if they or anyone in their household become COVID-19 symptomatic. Symptoms include but are not limited to:

- Temperature above 38 degrees
- A new or continuous cough
- Loss of taste or smell

If you have symptoms of the COVID-19 infection however mild, **DO NOT COME INTO WORK**, instead stay at home, and do not leave your house for 10 days from when your symptoms started. You must also book a PCR test.

ISOLATION

If you live with someone who has developed COVID-19 symptoms, or you have been in contact with someone who has tested positive and/or the NHS Track and Trace system has contacted you do not come into work. You must isolate for 10 days from the date of contact or 10 days from the date of the positive test.

If your child has been sent home from school to isolate for 10 days but does not have symptoms and has not tested positive for COVID-19 you do not need to isolate and you can continue to work unless your child or anyone in your bubble (including yourself) develops symptoms or tests positive.

You can return to work and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or loss of taste or smell, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell or you continue to get a positive lateral flow and still have symptoms you must continue to isolate until you feel better. Employees who feel well enough but are still displaying symptoms other than a cough and loss of taste or smell may work from home if this is possible.

Employees must undertake a COVID-19 Lateral Flow test showing a negative result before returning to work if they have had to isolate, however following the expiry of the self-isolation period and in the absence of symptoms tests may remain positive for some time following recovery, despite the vast majority of individuals not being contagious after 10 days from symptom onset. Where this occurs employees may return to the office after the 10 day isolation period has elapsed but only where an employee is asymptomatic and a PCR test is negative.

SICK PAY

Staff who take sick leave due to COVID-19 symptoms are entitled to Statutory Sick Pay (SSP) from day one of developing symptoms unless they are well enough and can work from home.

Where staff cannot work from and need to isolate, they will receive Statutory Sick Pay (SSP) due to them from the first day they're absent from work if it's because:

- They have COVID-19 (Positive Covid Lateral Flow or PCR test)
- They have coronavirus symptoms, for example a high temperature, a new continuous cough or a loss of, or change in, sense of smell or taste.
- Someone in their household has COVID-19 symptoms.
- They've been told to 'shield' by the NHS because of an underlying health condition.
- They've been told to self-isolate by a doctor or NHS 111.
- They've been told to self-isolate by the NHS 'test and trace'.

Staff who undertake twice weekly covid (lateral flow) testing and provide evidence of the twice weekly testing to the Compliance Department (in the form of a picture of the test with the date on and the employees initials) will be paid full pay should they need to isolate because they have contracted COVID-19 and have a positive result. Where a positive lateral flow is identified a PCR test must also be undertaken within 24 hours of the positive lateral flow result.

Employees must also undertake a COVID-19 Lateral Flow test showing a negative result before returning to work.

An employee who is required to self-isolate after returning from foreign travel will not be entitled to SSP.

COVID-19 CONTROLS & PPE

On arrival into work all employees must have their temperature taken. Where a temperature is recorded at 38 degrees or higher the employee must immediately leave the premises and contact their Manager and undertake a covid test (PCR or Lateral Flow).

Social distancing must be maintained where possible around the site and masks **MUST** be worn when entering buildings that are not in your dedicated bubble, this includes but is not limited to:

- In the Weighbridge areas
- In the Office Corridors
- In any office that is not in your work bubble
- In kitchen areas
- In welfare areas such as changing areas and canteens

Gloves must be worn at all times when handling waste and making contact with containers such as wheelie bins and skips.

All used PPE must be placed in a bin and not be left in cabs, machines, and workspaces.

Employees must continue to wipe down areas after use and sanitise hands using the hygiene station around site. Staff must maintain good hygiene practices such as washing hands regularly and using hand sanitiser.

TESTING

JWS have requested that all employees undertake twice weekly lateral flow testing whilst at work.

Employees that participate in the twice weekly lateral flow testing will be paid full pay in the event they need to isolate because they have contracted COVID-19. Payment does not apply in situations where employees are isolating because of a close contact.

Results of the lateral flow tests must be shared with Compliance each week to ensure should a request for full pay due to isolation be made the Compliance Department can evidence that testing has been undertaken.

Employees should take a picture of the lateral flow test clearly showing the results window and write the date and their initials on the test and email it to Compliance@jswaste.co.uk each time a test is undertaken.

Staff who do not participate in the twice weekly testing will only be paid SSP in the event they need to isolate because they have contracted COVID-19.

Where an employee tests positive on a lateral flow they must book a PCR test within 24 hours. If the PCR is also positive the employee will be required to isolate for 10 days from the day of the positive lateral flow result. If the PCR test result is negative the employee may return to work as long as they are not showing any symptoms of COVID-19 and they feel well.

POSITIVE CASES IN THE WORKPLACE

Where a positive case has been identified in the workplace JWS will act quickly to reduce the risk of spread to other employees by implementing the following procedure:

- Inform those that work in the employees work bubble and request they work from home with immediate effect.
- Request those working in the bubble undertake a PCR test and isolate for ten days from the point of contact.

Other staff in the workplace that do not work in the bubble in which the positive case has been confirmed can carry on working as normal, as long as they've followed working safely guidelines and they have not been contacted by the NHS Track and Trace.

Employees who test positive in the workplace will be asked to detail anyone they have had close contact with by NHS Track and Trace England.

JWS will undertake a full and thorough clean down of the offices and any contact areas possibly effected on disclosure of a positive case in the workplace.

FOREIGN TRAVEL AND ANNUAL LEAVE

Employees must complete a holiday request form detailing the location, if travelling abroad. It Company Policy that employees make JWS aware of their location of travel when booking annual leave.

All employees must follow the government guidelines in regard to social distancing and foreign travel.

JWS reserve the right to decline annual leave requests where extended periods of leave are required to accommodate isolation requirements.

It is important that JWS are aware of annual leave plans so adequate cover can be arranged within departments in advance. It will be treated as misconduct and disciplinary action taken where JWS

identifies an employee travelling to a foreign country has failed to inform JWS of the accurate annual leave location or has deliberately avoided informing JWS of their travel plans.

All new foreign travel annual leave requests will be decided on their merits and on a case-by case basis. If an employee books foreign travel, they take full responsibility and accept the risk that the destination isolation requirements may change whilst they are abroad. In such circumstances employees may take additional annual leave to cover the isolation period, however they will not be entitled to SSP or normal pay.

CONTRACTORS, MEETINGS AND COMMUNICATIONS

Employees are encouraged to use the following alternative measures to communicate with each other and with customers:

- Teams Meetings
- Phone Calls
- Video Calls
- Emails
- Text Messages.

Where meetings are held in the Board Room or Training Room, face masks must be worn in corridors and the screens facilitated to encourage social distancing. Staff must ensure they wipe down surfaces after use and sanitise their hands.

JWS may communicate with employees, contractors and customers via text message using the JWS “text phone service” or via email. Additionally, online form platforms will be utilised to deliver safety information, training and to request confirmation of receipt of important documents.

The JWS sign in procedure is automated and each person signing in is asked a questionnaire to determine their COVID-19 risk status. Where the status is automatically determined as “medium to high” access to site is not authorised.

HOME WORKING

Where an employee is required to isolate because of COVID-19 and they are well, or because they are on an agreed home working rotation they may be authorised to work from home where this is possible.

JWS will request that the employee completes the online Home Working Risk Assessment which on completion will be sent to Compliance. Employees are only authorised to work in locations that have been accessed and approved by the Compliance Department and their Manager. Requests to work in any location other than an approved location must be made in writing at least 7 days in advance. Home Working in alternative locations will not be authorised where isolation is in place.

DATA PROTECTION

JWS may disclose that an employee is infected with COVID-19 to their employees. This will only be in a preventive context and where law allows this. In such case, the concerned employees will be informed in advance and their dignity and integrity protected.

JWS will only collect the minimum amount of information relevant for the purpose identified and will comply with the other key data protection requirements when processing the data, including key

data protection principles and obligations such as transparency and accountability, and applicable security and integrity requirements. This includes informing data subjects of the purpose of the processing, relevant legal basis, who data is shared with, how long it will be retained for, whether it is transferred outside the EEA and any safeguards in place to protect its security on transfer and providing information on the data subject's individual rights in relation to the data.

JWS will also ensure that it has implement taken steps to ensure that the data collected is not kept for more longer than is needed for the relevant purpose (in this case, likely to be a few weeks at most).

JWS under consent will only process personal data in line with the provisions of data protection legislation and will ensure that data is only used in line with JWS policies and privacy notices.

JWS will process such employee information on the basis of the general duty to provide a safe and secure working environment under the Health and Safety at Work etc. Act 1974. This will be limited to information used only in the context of health and safety, e.g. decisions relating to office closures or disinfecting the workplace.

GUIDANCE

This policy has been created in response to Government Advice and Guidance, however where Company Policy deviates from Government Guidance to improve controls or where JWS choose to continue to enforce controls no longer under advice by the Government JWS employees must follow Company Policy whilst employed by JWS.