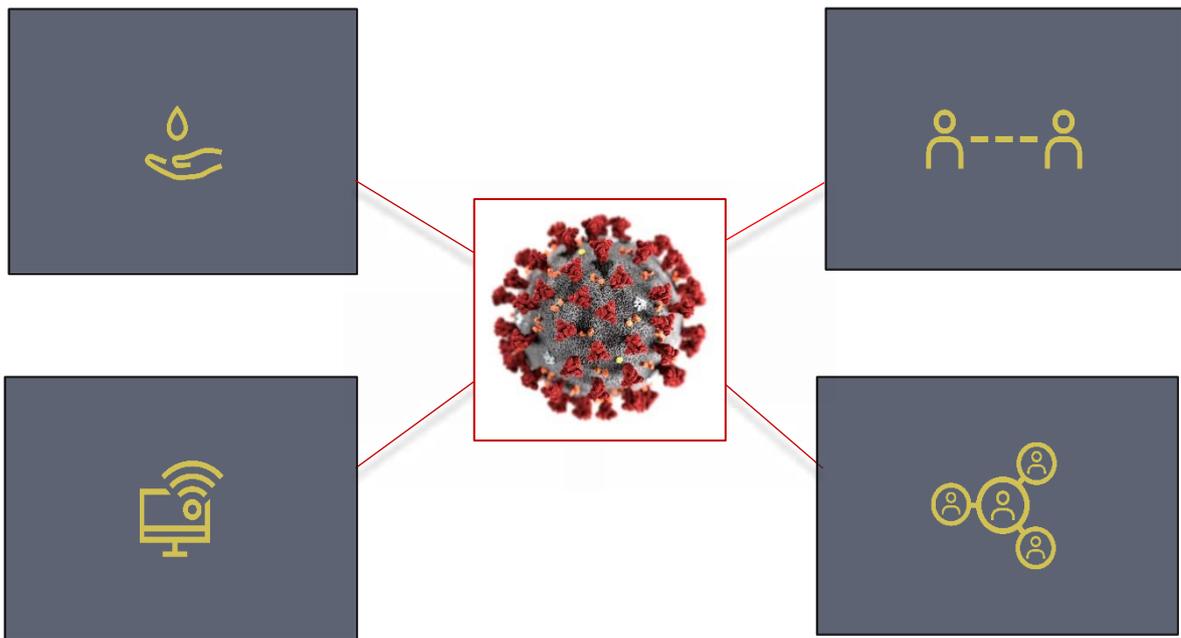




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# COVID-19 POLICY



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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 (DOUBLE VACCINATED)

Employees who are double vaccinated or aged under 18 **are not required to self-isolate** if they are identified as a close contact of a positive COVID-19 case, this includes anyone they live with testing positive. It is however advised that a PCR test is taken. Self-isolation is not required whilst employees who are double vaccinated await results.

Double vaccinated employees must however still isolate if:

- They test positive for COVID-19
- They develop symptoms of COVID-19

Isolation is ten days from the point of symptoms starting or a positive test result (which ever was sooner).

Where an employee who has been double vaccinated is identified as a close contact they should practice the following to ensure the safety of others:

- Book a PCR Test
- Limit close contact with others where possible especially in enclosed spaces
- Wear a face covering in enclosed spaces
- Maintain social distancing
- Take part in regular lateral flow testing
- Limit contact with anyone who is clinically extremely vulnerable

Double vaccinated employees who are identified as a close contact can continue to work but must inform the JWS Compliance Department they have been contacted – [Compliance@jswaste.co.uk](mailto:Compliance@jswaste.co.uk)

## ISOLATION (NON OR SINGLE VACCINATED)

If you have not had the COVID-19 vaccination or you have only had the single vaccination **you must self-isolate** for ten days if:

- If you live with someone who has developed COVID-19 symptom.
- You have been in contact with someone who has tested positive and/or the NHS Track and Trace system has contacted.
- You start to develop symptoms of COVID-19.
- You test positive for COVID-19

You must isolate for 10 days from the date of contact or 10 days from the date of the positive test or your symptoms starting (whichever is sooner).

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 your isolation was due to close contact and you tested negative at the start of your isolation period but during your isolation you start to develop COVID-19 Symptoms or you test positive you must continue to keep self-isolating for another ten days from the date your symptoms started or the date you received a positive test result (whichever was soonest).

## RETURNING TO WORK AFTER ISOLATION

You may return to work after isolation if:

- You do not have any symptoms
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

You must not return to work and continue to self-isolate if:

- You have a high temperature or feeling hot and shivery
- You have a runny nose or sneezing
- You have been feeling or being sick
- You have diarrhoea

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

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.

## TESTING

Weekly workplace testing is voluntary at JWS, however JWS consider weekly workplace testing an important control in regards to the Health and Safety of its employees.

Employees who have been isolating as they **tested positive should not undertake a COVID-19 test** for at least 90 days after testing positive.

Employees who have been isolating as they have been a close contact but have tested negative can continue to undertake regular COVID-19 testing.

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](mailto: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 unless the 90-day rule applies (see Sick Pay below).

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 or the date the symptoms started (whichever was sooner). 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.

## **SICK PAY**

Staff who take sick leave due to COVID-19 symptoms are entitled to Statutory Sick Pay (SSP) from day one (if absent for 4 or more days) 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 (excluding those who have had a positive COVID-19 test result in the past 90 days) who undertake twice weekly covid (lateral flow) testing and provide evidence of the twice weekly testing to the Compliance Department will be paid discretionary 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. **Payment does not apply in situations where employees are isolating because they have been identified as a close contact.**

Where an employee is not regularly participating in testing because they have tested positive for COVID-19 in the last 90 days but develop symptoms of COVID-19 and test positive within that 90-day period JWS will pay full pay whilst they isolate only if:

- There are historical records of participation in the weekly testing scheme before their last positive test result.
- The positive result and isolation requirement is within 90 days since the last positive result

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

Where staff are double vaccinated and participate in twice weekly workplace testing but choose to still **opt out** of the isolation exemption JWS will review each individual employee's case on its own merits in regard to whether that employee will be paid SSP or discretionary full pay.

## **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 should be maintained where possible.

The use of face coverings in corridors and other shared spaces e.g. canteens, corridors, offices and entrances is voluntary.

Staff should continue to practice good hygiene measures such as wiping down surfaces, removing used PPE from vehicles, and sanitising hands regularly.

## **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 (if not double vaccinated).
- Request those working in the bubble undertake a PCR test and isolate for ten days from the point of contact (unless they have been double vaccinated).

Double vaccinated employees in the effected work bubble can continue to work as normal but should get a PCR Test. In this case the individual is not required to isolate whilst awaiting PCR results.

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.

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 through 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, 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**

Home working is discretionary and will be assessed on a case-by-case basis. 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.

Please refer to the JWS Home Working Policy for more information.

## **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 implemented 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.