

Introduction

During the Covid-19 situation, GPC Clear Solutions will need to ensure that we are meeting our duty of care to our staff, visitors, and customers.

During this time, GPC Clear Solutions aims to:

- Encourage staff and volunteers to carry on as normal if they are well
- Take additional precautions to protect them from exposure to infections
- Lessen the risk of spreading the virus to others

We also aim to:

- Keep core business, activities and services going where it is practical to do so
- Operate within our usual policies, procedures, and guidance
- Recognise that we may need to be temporarily flexible with our normal policies and procedures to help staff manage during the Covid-19 situation
- If you or anyone in your household has any symptoms of Covid 19 please follow government advice and isolate for the recommended amount of time and do not come to work.
- If you have been in contact with anyone that then develops Covid 19 please follow government advice and if recommended, please do not come into work.
- If you cannot come into work due to isolating, please let your line manager know
- Disposable gloves and face masks are to be used as necessary
- If you develop a medical issue or become pregnant or fall into any of the vulnerable categories as specified by government guidelines during this pandemic, then please let your line manager know and an individual risk assessment will be carried out.
- Antibacterial soap and hand sanitisers have been provided please wash your hands regularly for 20 seconds.
- If you need to sneeze, cough, or blow your nose where possible please do it in to tissues, then dispose of the used tissue in the bin and wash your hands with antibacterial soap for 20 seconds
- Cleaning materials have been provided along with paper towels and blue roll.
- No towels, tea towels or clothes are to be used for hand washing or cleaning in the unit except from washing up (clothes or sponges) these clothes and sponges are to be discarded and replaced weekly and sprayed with anti-bacteria spray at the end of each shift.
- Social distancing should be implemented as necessary.
- The number of visitors to unit 9 and 10 must be kept to a minimum and technology should be used for meetings where possible
- Please note that at the time of this document being written 22nd December 2021 it was written according to current government advice. As things

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change and government advice changes this risk assessment and safety plan will be updated.

- Employees that are going to customers sites must adhere to the site's rules.
- When necessary, staff will be put into bubbles these bubbles must be strictly adhered to.
- When necessary staff will be authorised to work from home.
- Covid 19 is a very serious threat to people's health so failure to adhere to this safety plan and risk assessment will be treated as gross misconduct and the consequence will be termination of your employment with GPC Clear Solutions.

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