

May 29th 2020

Pinewood Structures COVID-19 Code of Conduct

This 'Code of Conduct' has been developed to help all staff to understand and respect Pinewood Structures' arrangements for maintaining 'Social Distancing' whilst continuing with their daily duties. It is intended to protect you, your families, your work colleagues, and visitors from this potentially fatal virus.

This document comprises of two parts:

- 'Social Distancing' standards and expectations
- Standards of behaviour expected of all persons working or visiting

Social Distancing Standards and Expectations

Our standards and expectations are explained in detail in our COVID-19 Risk Assessment Summary, covering:

- Travelling to site - including parking and clocking-in
- Shared facilities/equipment - what measures are in place to keep 2m apart
- Working in the factory – Being wary of surfaces and keeping 2m apart when doing your job
- Getting around – Being wary of surfaces and keeping 2m apart using walkways & stairs
- Meetings and gatherings – Being wary of surfaces and only if needed and how to keep 2m apart.

Standards of Behaviour

- Please read the accompanying copy of the risk assessment summary and be aware of the risks that affect your daily routine
- If you are aware of any other potential risks that you do not feel are covered by the risk assessment summary or that they are not being complied to, please can you make your line manager aware so it can be reviewed?
- Do not come to work if you have COVID-19 symptoms (high temperature, a persistent cough, loss of taste or smell) or are living with someone who has – Please follow Pinewoods "Absence from Work" procedure to make us aware? <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- If you think you or someone in your family have symptoms and you need to self isolate. You must contact the NHS111 service immediately via the internet or by phone for them to confirm that your symptoms could be COVID-19. If NHS111 say the symptoms are not consistent with COVID-19 you should return to work.
- If NHS111 confirm your symptoms you should then use the same service to arrange a test and obtain an isolation note which you must send to the company. This link will take you to a page which will allow you to produce an self isolation note <https://111.nhs.uk/covid-19>. If the test is then negative you should return to work.
- If you have the symptoms and the test is positive you should self isolate along you household until you have had a further test that confirms that you no longer have the virus.
- If a family member tests positive you should self isolate for a period of 14 days from the date which your family member first showed symptoms and then return to work unless directed otherwise by an NHS healthcare professional.
- If you share accommodation with an extremely vulnerable person they should follow the guidance on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-you-live-with-someone-at-very-high-risk-from-coronavirus/>
- Understand your fellow workers 'safe system of work' for maintaining social distancing as part of your job?
- Sign-in each day and respect the 'social distancing' arrangements in the Risk Assessment Summary?
- Please keep 2m apart from everyone else in all places? If you have a task that requires you to be closer than 2m, please report it to your Line Manager for review?
- Walk to your place of work, following the designed pedestrian routes, maintaining 2m distance from others

May 29th 2020

- Comply with all one-way routes
- Be wary when entering doorways of offices and toilets to maintain social distancing with fellow workers on the other side of the door.
- Comply with notices on entrance doors to specific shared facilities indicating the maximum number of people allowed in any area at a time
- Wear extra PPE if you are asked to do so and do not share PPE with fellow workers. If you are short of PPE or it needs replacing, please ask.
- Wash your hands regularly during the day, especially before eating.
- Be wary of touching your face without washing your hands first
- Please no 'social gathering' in the working area – wait to breaktimes and keep 2m apart
- Please respect people's space, keep apart
- Be patient, things may take slightly longer than before
- Only operate any machinery if you are authorised to do so
- Be wary of surfaces of machines and forklifts, wipe them down before use
- If you are using a forklift that a fellow worker has used before you, leave the door open to allow the air to circulate before you enter and wipe before use
- At the end of each shift, all areas are to be made clean and tidy
- If you must use tools or machines, wipe down the surfaces before use
- If you leave Pinewood at breaktimes you are still bound by our Code of Conduct, act responsibly, maintain social distancing, and do not gather in public places

These measures are to keep us all safe and well. Please respect them and help maintain high standards of H&S at Pinewood Structures.

Once you have read and understood the Code of Conduct and the Risk Assessment, please can you sign a copy and return to the office

Name: _____ Date: _____