

# LEWIS PIES LIMITED

## COVID-19 Policy

Lewis Pies Limited accepts its responsibilities for premises & sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This policy is intended to introduce consistent measures in premises and sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will comply with the latest Government advice on Coronavirus at all times.

The Management have at the first instance carefully looked at the business and enabled all those who can and who should work from home to do so. Where this has not been possible, the business has undertaken a risk assessment to make the working environment as safe as it possible can to follow the Government's guidance on Corona Virus. A risk assessment has been undertaken to any business activities continuing, a copy of this is available at Lewis Pies Limited Finance Department, has been shared with all staff and is also available on our website.

The health and safety requirements of any business activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

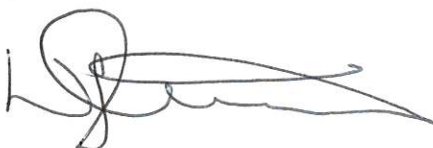
Managers should remind the workforce at every opportunity of the Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a premises is not consistently implementing the measures set out below, it may be required to shut down.

This policy will be reviewed at least *annually* and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.

*Signature*

MANAGING DIRECTOR



2/10/2020

## **Return To Work**

Whenever a worker returns to work following any absence for whatever reason they must:

- Report to Reception at 7:30 am and not your usual start time OR your usual start time if this is after 7:30am
- A Return to Work Interview will then be carried out before you enter any other area and before you use the clock in machine.
- If appropriate you will be authorised to return to work

## **Travel to Work**

Wherever possible workers should travel to site alone using their own transport.

- There are no Parking arrangements for additional cars on site
- Use other means of transport to avoid public transport e.g. cycling and there are parking facilities for bicycles on site
- Use the hand sanitiser facilities provided at all entrances and exits.

## **Working From Home**

- Staff to work from home whenever possible as the most effective way to minimise exposure to COVID-19 is to enable staff to work from home, some or all of their time.
- We will be as flexible as possible and make adjustments wherever that is possible.
- We will ensure all staff working from home have access to the equipment necessary to work from home which may include issuing staff with laptops or mobile phones and facilitating communication with all via Zoom or Teams or Telephone calls or emails.

## **Building Access Points**

- All non-essential visitors have been stopped
- There are staggered start and finish times wherever possible to reduce congestion and contact at all times
- Access points are monitored to enable social distancing and reduce congestion
- Our Clocking in systems do not require skin contact e.g. Retina scanners

## Face Visor

Where employees identified as an employee who isn't able to stay 2m away from nearest colleague they are issued with a face visor **to protect themselves and their colleagues** from the transmission of Coronavirus where appropriate

Employees are instructed to

- Wear it at all times when you're working
- Wear it on top of your hairnet
- Clean it at the end of every day by wiping over with a sani wipe
- Clean it during the day if you feel it is necessary
- Keep it clean and in your locker when you are not in work
- Failure to follow these rules could end in disciplinary action.

## Daily Disposable Paper Face Masks

Where employees identified as an employee who isn't able to stay 2m away from nearest colleague and it is not appropriate for them to wear a Face Visor they must wear daily disposable paper face mask **to protect themselves and their colleagues** from the transmission of Coronavirus

**Staff working in despatch, ovens, bakery, engineering, washroom, boilers and fryers must not wear plastic face visors but must wear daily disposable paper face masks.**

Employees have been instructed in their use

- Each person in these areas has been given a box of face masks to keep in their lockers
- Wear a clean mask every day
- They have been instructed in the correct way to put the mask on and dispose of it
- Staff have been instructed to obtain replenishment supplies from the Technical Office



## **Avoiding Close Working**

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

### **General Principles**

- Non-essential physical work that requires close contact between workers will not be carried out
- Exceptional Work will be planned to minimise contact between workers
- Any Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Either Face shields; Masks; Barriers and/or Screens where appropriate to be worn or in place to protect those who cannot work 2M apart
- Workstations & Desks rearranged to be 2M apart or positioned in way in which persons are not facing each other
- Single use PPE should be disposed of so that it cannot be reused
- Increase ventilation in enclosed spaces where appropriate
- Regularly clean the inside of vehicle cabs and between use by different operators.

### **Lewis Pies Delivery Drivers**

The Lewis Pies delivery drivers have been provided with Coronavirus advice for food businesses making deliveries

In addition to the current food safety controls we already have in place these are some additional issues you need to continuously consider when completing your duties:

- Hand washing – Regardless of the availability of hand sanitisers, all food handlers must wash their hands using warm running water, hand soap (for at least 20 seconds) whenever they have the opportunity and dry them with disposable paper towels. Where warm running water and soap is not available Drivers must use the hand sanitiser they have been provided and also ensure they have replenishment stock of hand sanitiser available.
- Whilst ideally orders should be paid for with contactless payment methods wherever possible, it is acknowledged that this is not always possible within our business. Therefore, you must ensure that your hands are washed or sanitised thoroughly after handling money

- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

## **Track and Trace**

- Any Visitor / Contractor attending site must report immediately to reception
- Two forms must be complete, one specifically COVID 19 related
- Temperature must be taken and recorded
- Temperature must be below 37.8° to allow access to site
- Every host has a Track and Trace register of visitors / contractors
- Staff are recorded via the Clocking in System therefore full details of their access to site is recorded electronically.
- Staff are required to take and record temperature prior to starting work
- Any person over 37.8° will not be allowed access to site
- Track and Trace QR code is to be made available week beginning the 5<sup>th</sup> October and will be displayed at the entrance to site and at reception.