

GUIDANCE – COVID-19

UPDATED – 19TH MARCH 2020

COMPANY STATEMENT

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Heritage Clay Tiles Ltd Guidance – COVID-19

Visitors and Suppliers Guidance

Heritage Clay Tiles Ltd have put together guidance, specifically related to suppliers and Visitors that enter our premises at the current time, relating to Covid-19.

For the clarity of definition, a visitor is any external person that enters our premises for any reason at the current time, including suppliers, drivers, customers etc.

This supplier and Visitor Guidance will assist all our employees to support any external people on our premises, with regard to Covid-19 and the procedures Heritage Clay Tiles Limited have implemented to further protect and prevent the spread of Covid-19 in our offices.

The health of our employees and any visitors is our priority at the current time, and identifying practical means to minimize the risk to our employees and visitors is laid out below and we request all our visitors cooperation to reduce this risk to themselves and our colleagues.

Please note that this information is based on advice from the government, and as that advice is updated, sometimes daily, we will also be reviewing and updating our Guidance for both our employees, and our Visitor guidance, to ensure we comply with the most up to date advice. ‘

The Following Practices were implemented from 16th March 2020, and in compliance with government guidance:

- There should be no physical contact (including hand shaking) between any members of staff and any external visitors.
- Departmental Isolation – All departments have been isolated into separate offices, and desks widened apart where possible
- Any communal areas have been isolated as much as possible.
- Regular deep cleansing of phones and door handles
- Disposable cutlery and cups have been provided for all staff
- Extra soap and antibacterial gels provided to all sites and ASMS (Area Sales Managers).
- All ASMs have been instructed to work from home. If any variation from this is required, this can only be done with express permission from a Director.
- Heritage Clay Tiles representatives will endeavour to contact anyone where pre-arranged meetings have been planned, to discuss if these will still go ahead as a face

to face meetings, or via another medium e.g phone , FaceTime, social media etc, or to be rearranged.

Specific Measures within our Yard (outside)

With immediate effect there is to be no physical contact between our staff and drivers and visitors, including hand shaking.

Any handling of paperwork when lorries arrive on site will be kept to a minimum as practical. Any paperwork presented, our staff have been instructed to take a screen shot (with mobile phone) and communicate it internally for review.

Our employees are to keep a reasonable distant from Lorry drivers and customers.

Lorry drivers are only permitted to leave their lorries when securing or unsecuring their loads and our employees are a reasonable distance from the lorry.

Lorry Drivers and visitors are not permitted to use any of our onsite facilities, with no exceptions.

Extra signage has been displayed to the above effect.

In the event our staff having to sign paperwork, disposable pens (and clipboards) have been provided.

Fork Trucks: Every member of our depot is responsible for their own Fork truck to ensure no cross contamination. Every individual takes responsibility for continuous and frequent cleaning of their fork truck.

Communication

Heritage Clay Tiles are continuously communicating with its staff via a variety of methods including, phone, email, face to face etc. Separate detailed communication has been sent to all our staff to enable them to support our visitors to ensure minimum risk.

Contingency plans

Suppliers and Customers are to be reassured that Contingency plans have been put in place to ensure cover in all departmental areas for a continuous level of customer service and product deliveries should abscess occur due to Covo-19.

ADDITIONAL PRACTICES BASED ON GOVERNMENT GUIDELINES

What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19

If the person has not been to specified areas in the last 14 days, then normal practice should continue.

If someone becomes unwell in the workplace and has travelled to China or other affected countries, the 'unwell' person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office.

If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace

For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID19 are awaited. In particular, there is no need to close the workplace or send other staff home at this point. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take.

What to do if a member of staff or the public with confirmed COVID-19 has recently been in your workplace

The management team of the workplace will identify people who have been in contact with them and advise on any actions or precautions that should be taken. This could include a level of self-isolation for a period of 14 days.

Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- All surfaces and objects which are visibly contaminated with body fluids.
- All potentially contaminated high-contact areas such as toilets, door handles, telephones.

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected but may be done so under management guidance. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

Rubbish disposal, including tissues

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, you will be instructed what to do with the waste.

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Facts about Covid-19

For the sake of easy reference his guidance document also provides information from the government

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough.
- Difficulty in breathing.
- Fever.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

From what the government know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person.

It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).

There is currently little evidence that people who are without symptoms are infectious to others.

Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Try to avoid close contact with people who are unwell.
- Clean and disinfect frequently touched objects and surfaces.
- Do not touch your eyes, nose or mouth if your hands are not clean.

If you are worried about symptoms, please call NHS 111.

Do not go directly to your GP or other healthcare environment.

Face masks for the general public are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.

People who have returned from Hubei Province, including Wuhan, in the last 14 days should stay at home whether they have symptoms or not. This includes avoiding attending an education setting or work until 14 days after they leave Hubei Province.

People who have returned from Hubei Province, including Wuhan, in the last 14 days should avoid attending work. They should call NHS 111 for advice and stay at home.

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- What surface the virus is on.
- Whether it is exposed to sunlight.
- Differences in temperature and humidity.
- Exposure to cleaning products.

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

Company Policy Statement - COVID-19 - Visitors and Suppliers Guidance

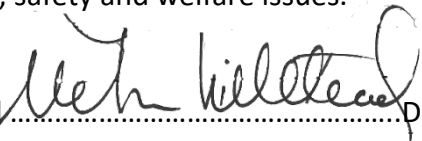
It is the company policy of Heritage Clay Tiles Ltd to strictly follow the above guidance and implement the necessary procedures to minimise the spread of COVID-19 and:

- a. Protects the health, safety and welfare of its employees and others who may be affected by its activities.
- b. Limits adverse effect on and adjacent to the area in which those activities are carried out.
- c. Meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.

In particular:

- a. Promote good health and hygiene by requesting hand washing for at least 20 seconds using soap and water.
- b. Minimise contact with persons (wherever practicable) including undertaking conference calls and remote working wherever possible.
- c. Do not shake hands as a greeting – but instead politely nod and explain the reasons for not wanting personal contact.
- d. Identify individuals who may be at particular risk and implement necessary changes to their work activities to minimise risk of contact with COVID-19.

Each employee shall recognise personal responsibility for observing the Company's Health & Safety Policy, Instructions and Procedures, and should develop interest and enthusiasm in health, safety and welfare issues.

Signed  Date 19th March 2020

Designation: Director

This Statement of Policy relating to COVID-19 and arrangements for carrying out this Policy, is made under Section 2 (3) of the Health and Safety at Work etc. Act 1974, and will be brought to the notice of all employees of

Heritage Clay Tiles Ltd Company Policy Statement - COVID-19 – Visitors and Suppliers Guidance

Updated August 2020

Heritage Clay Tiles has created and updated a risk assessment specifically relating to the risk of exposure from Covid-19, to any of our employees and visitors when entering our premises

For the clarity of definition, a visitor is any external person that enters our premises for any reason at the current time, including suppliers, drivers, customers etc.

The health of our employees and any visitors is our priority at the current time, and our Risk assessment has identifying practical means to minimize the risk to our employees and visitors. We request all our visitors' cooperation to reduce this risk to themselves and our colleagues when they enter our premises.

Our Covid Risk Assessment will be made available to any Visitor that requests a copy to see what measures we have implemented at the current time to ensure their safety regarding Covid-19, including Signage, Hygiene, Social Distancing, parking, walkways etc.

It is the company policy of Heritage Clay Tiles Ltd to strictly follow our risk assessment, and the guidance that has been identified from it, and implement the necessary procedures to minimise the spread of COVID-19 and:

- a. Protect the health, safety and welfare of its employees and others who may be affected by its activities.
- b. Limit adverse effect on and adjacent to the area in which those activities are carried out.
- c. Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health from increased exposure to Covid-19 to anyone on our premises.

Heritage Clay Tiles are continuously communicating with its staff via a variety of methods including, phone, email, face to face etc. Separate detailed communication has been sent to all our staff to enable them to support our visitors when entering our premises, to ensure minimum risk.

Suppliers and Customers are to be reassured that Contingency plans have been put in place to ensure cover in all departmental areas for a continuous level of customer service and product deliveries should absences occur due to Covid-19.



Signed

Date 1st August 2020

E TURZE, CHAIRMAN

This Updated version of our Covid-19 Company Policy Statement supersedes any older version.