



Aptus Utilities Office Preparedness: Guidance and Procedure in respect of COVID-19

COVID-19 PANDEMIC

COVID-19 is an illness that can affect your lungs and airway. It's caused by a virus called coronavirus. The World Health Organization declared the outbreak of COVID-19 a pandemic on the 11 March 2020, this means COVID-19 has spread worldwide. So far COVID-19 has spread to over 150 countries, including the UK, so it is imperative that everyone does their part in order to combat this pandemic.

SYMPTOMS

Coronavirus primarily infects the lungs. The symptoms start with a fever followed by a dry cough, which can lead to breathing problems.

The cough is described as “a new, continuous cough” and means coughing a lot more for more than an hour or having three or more coughing episodes in 24 hours – if you normally have a cough, it may be worse than usual.

It takes 5 days, on average, to start showing symptoms, but some people will get symptoms much later than this as the incubation period lasts up to 14 days.

PREVENTION

The coronavirus is mainly spread during close contact, so to help stop the spread of infection it is mandatory that everyone follow the below simple steps when at work:

- Wash your hands with soap and water often – for at least 20 seconds.
- Wash your hands as soon as you get home, after coughing or sneezing, on arrival at work and upon leaving, before and after eating and after using public transport.
- Cover your mouth and nose with a tissue or sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands - do not touch your eyes, nose or mouth if your hands are not clean.
- Do not come into work if you feel, or if someone in your household, feel(s) unwell with symptoms of Coronavirus.

Should you develop symptoms of COVID-19 isolate yourself according to Government guidance and ring NHS111 – you should also advise others you have been in close contact with to do the same.

TESTING POLICY

In our continued effort to protect our colleagues and the wider population from the COVID-19 virus, Aptus Utilities operate a COVID-19 testing policy. Our policy is that anyone who visits our workplaces on a regular basis, is to take a lateral flow test twice a week. For those who visit the workplace ad-hoc, they are being asked to take a test before they visit the site.

This policy applies to all of our colleagues and is extended to any visitors attending the workplace.

We therefore please ask that before you attend an Aptus workplace, you arrange to take a lateral flow test in order to limit the spread of the virus. If you receive a positive result, we ask that you follow the government and NHS guidance in relation to self-isolation and testing and rearrange your visit to Aptus until you have either completed the self-isolation period or have obtained a negative result following a PSR test.

More information on testing can also be found on the NHS website - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/> and guidance on taking the test can be found on the government website - <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

WORKING PRACTICES

Below is a list of work activities and practices that you may undertake in your role at Aptus. Each Activity/Practice has been assessed, with the current climate and Covid-19 in mind, in order to ascertain the level of risk associated with each.

Upon arrival at work

Wash your hands for 20 seconds using soap and water or use hand sanitiser.

When leaving work

Wash your hands for 20 seconds using soap and water or use hand sanitiser.

Restroom Facilities

Wash your hands using soap and water for 20 seconds after using restroom facilities.

Kitchen and Welfare Facilities

Avoid congestion in the kitchen. Do not share cutlery – where possible bring in your own and keep these separate. Wash your hands before and after using the facility. Wash your hands before and after making food or drinks. Ensure you wipe down kitchen worktops after preparing food and drinks. Ensure you wash used cutlery thoroughly using the washing up liquid provided.

NOTE: If you are making food or drinks for others, please ensure you are hand sanitising first.

Restroom Facilities

Wash your hands using soap and water for 20 seconds after using restroom facilities.

Meeting Room Facilities

Organiser of meeting to wipe down surfaces before and after use. Windows to remain open for the meeting duration to reduce the risk of infection by particles.

Desks and Spare Desks

Spare desks to be wiped down before and after use with wipes provided at desk stations.

FURTHER HELP

The measures necessary to minimise the risk of spread of infection rely on everyone at Aptus Utilities taking responsibility for their own actions and behaviors. Aptus Utilities adopts a collaborative approach to Health and Safety, so if you have any questions, comments, or suggestions in regard to the above please contact your supervisor or the HSQE Department to discuss.