



## SOCIAL DISTANCING POLICY

This policy is designed to protect the health and safety of our employees, agency workers, contractors, visitors and clients during the COVID-19 pandemic.

All employees, visitors and contractors share responsibility for ensuring safe working conditions.

All employees must take care of their own health and safety and the health and safety of others around them. It is paramount that all employees continue to observe all safety rules and follow instructions provided by the Company.

Employees, visitors and contractors must ensure that they act in line with the policy at all times and support their colleagues and people around them in doing so. This policy and the application of social distancing measures set out within the policy will be monitored and any breaches may result in disciplinary action.

This policy applies to everyone. It does not form part of your contract of employment and may be updated as necessary to ensure continued compliance with government guidance.

### **KEY PRINCIPLES:**

You must comply with the following key principles whilst at work;

- Keep up to date and comply with government advice on social distancing at all times
- Only attend the workplace if it is not possible to carry out your work from home
- **Wash your hands** at the start, end and at regular intervals throughout the working day with soap and water for at least 20 seconds.
- Hand sanitiser will be provided and entry and exit points. It will also be provided in communal areas, such as the offices, reception and canteen. This must be used at all times where provided.
- Cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash your hands
- **Maintain a distance of 2 metres between individuals** wherever possible
- **Plan ahead**, to minimise face to face contact wherever possible
- Wear any PPE provided relevant to your role as directed
- Co-operate with managers on health and safety matters, including in relation to social distancing
- If you have symptoms of coronavirus infection, however mild, **stay at home** and do not leave your house for 10 days from when your symptoms started. If you live with others and you're the first in the household to have symptoms of coronavirus, all other household members who remain well must stay at home and not leave the house for 14 days.
- You are reminded during this time that you must inform HR immediately should your contact details change and continue to comply with our other policies and procedures, including those on sickness absence reporting.

## **THE WORKPLACE:**

The Company will be continuing to comply with all government and HSE guidance where applicable and will seek advice from The Cold Chain Federation.

We will also increase the frequency of cleaning procedures to ensure all areas are disinfected as often as is feasible.

Access to communal areas will be restricted in order to make it easier for employees to socially distance. When using communal areas, you should maintain a distance of 2 metres between individuals, wherever possible. If you are intending to enter a communal area and it appears that it will be difficult to maintain a distance of 2 metres between individuals, you should avoid entering.

Cold Move is also implementing the following measures and restrictions to make it easier for people to maintain a distance of 2 metres between individuals:

- Re-arranging the offices to allow social distancing
- Removing chairs from the canteen to allow only a minimum amount of staff at any time to allow social distancing
- Restricting access to the premises to only employees and business critical contractors or visitors
- Providing alternative welfare facilities (toilets) for other visitors to site (drivers)
- Signage has been installed around site regarding social distancing and handwashing
- Sharing office workstations (hot desking) is not permitted
- Only one person at one time to occupy small office spaces such as the dock office at any one time.

## **OUR INDUSTRY:**

We are following the guidance set out by Government and the Cold Chain Federation for our industry, details of this can be found at:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

## **CONCERNS:**

If you have any concerns about your safety, or the safety of others at any time, you are encouraged to raise this with your line manager immediately, to be investigated and addressed.

If you have any questions about this policy or the procedures in place, please contact your line manager.