

## **POLICY STATEMENT**

As the Coronavirus situation across the globe continues, we need to ensure the wellbeing of our staff, customers and suppliers. As such, we will continue to monitor and comply with the Government, NHS England and WHO (World Health Organisation) advice.

As a company that provides a service to the NHS we endeavour to meet all customer and patient requirements. We are currently operating a near normal service for our customers and patients, but due to the Coronavirus crisis there may be times, despite our reasonable endeavours, that this is not possible. The safety of our staff, customers and patients will always be paramount in determining our operations.

## **POLICY IMPLEMENTATION**

### **1. Working Arrangements:**

Where possible and appropriated most office based functions are now working from home and will do so until further notice. We continue to operate our Decontamination Facilities, albeit with additional controls where necessary.

Due to Government announcements and Group guidance where possible all non-essential travel, local and international has been stopped. Meetings, where practicable both internal and external are taking place virtually, via MS Teams or other digital means.

### **2. Prevention and Protection:**

In line with guidance from the UK Government and World Health Organisation, on the prevention of the spread of the virus, we have been putting precautionary safety measures in place including:

- Monitoring staff sickness and ensuring staff are aware of symptoms to look out for.
- Educating our staff on prevention measures including social distancing.
- Sharing with staff the guidelines for frequent and proper handwashing.
- Providing hand sanitisers at all entry and exit points on all sites.
- Implementing additional mitigating measures to our buildings such as screens and one way systems.
- Following government advice whereby any staff showing relevant symptoms will self-isolate/work from home for 7 days.
- Ensuring staff self-isolate for 14 days if they have travelled to a coronavirus high risk country.
- Ensuring staff self-isolate for 14 days if they have a household member with symptoms.
- Obtaining access to priority testing for symptomatic staff and members of their household.

- Supplying appropriate PPE to staff. The PPE supplied is at a level at least in line with government and NHS guidance.

### **3. Responsibilities:**

Departmental managers are responsible for ensuring that employees understand how B. Braun plans to prevent the spread of the virus at work and through their other activities and enforce compliance.

#### **3.1. Executive committee (EC)**

- BBraun Sterilog Ltd is represented on the daily EC meeting to discuss the businesses continuity and our local response to COVID-19 guidance from B. Braun Group and Government. In stage 2 and as the policies and processes we have implemented take effect these have been reduced to 3 per week.

#### **3.2. Coronavirus Steering Committee and PPE Committee**

- The EC has created 2 operational committees to manage the day to day aspects of the Coronavirus including the obtaining and distribution of PPE, staff sickness and cover and facilities issues such as signage and hygiene. Sterilog is represented on each of these committees.

#### **3.3. Department Heads/Managers**

- We hold weekly COVID-19 meetings to discuss communication within the business both upwards from our staff and downwards from the EC.
- Regular Managers briefings have been produced with key policies, and guidance.
- It is the manager's responsibility to discuss the weekly briefing with their teams.
- Managers make contact with their team on a regular basis and ensure that they understand and comply with all new policies and guidance but also that they are coping with their new situations.

#### **3.4. Employees**

Employees are responsible for familiarising themselves with all COVID-19 procedures and policies and speaking to their departmental manager should they have any questions.

- Employees must follow all procedures put in place for their safety and the safety of others including:-
  - Working from home where possible.
  - Observing all social distancing measures in place and in particular the 2 metre rule.
  - Cancelling all non-essential face to face meetings and conducting them by Teams/Skype or phone.

- Restricting their access across and within the communal parts of our sites/buildings.
- Using all appropriate and relevant PPE equipment as advised, on a regular basis and to keep washing their hands on a regular basis.

### **3.5. Visitors/Contractors**

- All non-essential visitors and contractor works have been cancelled.
- Essential visitors and contractors sign a declaration conforming they don't have symptoms of COVID-19 prior to visiting site.

## **4. Travel Restrictions**

Essential travel is limited to journeys necessary for the continued operation of the various sites, patient care and the security of the supply chain.

## **5. Risk Assessments**

As an employer, B. Braun Sterilog is required by law to protect our employees, and others, from harm. By completing risk assessments we have identified the hazard, those who may be affected by the hazard, controls we have in place to protect our employees from harm and possible future controls to reduce the risk of harm to as low as reasonably practicable.

A risk assessment relating to the Sterilog activities has been undertaken. The risk assessment has been completed with the assistance of the department manager and the workforce.

In addition to these risk assessments, specific risk assessments have been carried out for staff identified as Extremely Vulnerable/Vulnerable workers (those identified in government guidance).

The risk assessments have been displayed and will be monitored and reviewed on a regular basis or sooner if there are changes in guidance/technology etc.

## **6. Communication**

COVID-19 information from Group is on the Braun Knowledge Centre (BKC) the page is called "Coronavirus Resource Centre". Also all B Braun Medical COVID-19 local information is on the BKC:-

- Video messages
- Health and Wellbeing – Mental Health webinars, contact numbers etc
- Re induction on returning to work.
- Remote worker support – Working from home
- Official COVID-19 advice

- Hand hygiene
- Announcements
- Community and Family
- Employee Information
- FAQ's

The collaboration screens, manager's briefings and notice boards have also been used to communicate with the workforce.

## **7. Social Distancing**

Great steps have been taken to ensure there is sufficient social distancing at all times whilst on site in all B. Braun Sterilog buildings, these include:

- Putting up signs to remind workers and visitors of social distancing guidance.
- Where possible avoiding sharing workstations.
- Using floor signage/demarcation to help people keep to a 2m distance where applicable.
- Arranging one-way/keep left traffic through the workplace where possible.
- Switching to seeing visitors via teams.
- Staggered breaks.
- Limit the use of the canteen through a break roster.
- Limit the numbers in the toilets and change rooms.
- Enhanced cleaning regime.

Where it's not possible for people to be 2m apart, we have done everything practical to manage the transmission risk by:-

- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate staff from each other.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering'.
- Shared workstation risk assessment.

## **Review**

This is a live document, as such it will be reviewed and updated as necessary to ensure compliance with any changes in law, guidance and company policy in respect to COVID-19.