

COVID-19 Response Procedures for Visiting Helyx at Brockridge Business Park

Helyx 09-CoronavirusResources-01-0003-3-0-O VisitorProceduresAtBBP

18 May 2021



**Let's keep
making space
to help stop
the spread.**

 **HANDS**  **FACE**  **SPACE**

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES



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I. Introduction

I.1 Background

With the relaxation of some of the guidelines regarding lockdown, staff may wish to return to working in the Helyx offices on a more regular basis. Helyx has therefore undertaken a risk assessment to inform this document to mitigate the risks if staff choose to do so. Helyx continues to encourage all staff, visitors and suppliers to work from home where possible and this is not an instruction to return to work at the office without a specific need.

This document will outline the procedures to be carried out when working at the Helyx offices in Brockeridge Business Park (BBP) during the COVID-19 infection. We will be following guidelines issued by the [Government](#).

If you have a question, concern or observation about these procedures please send an email to HelyxCOVID-19ResponseTeam@helyx.co.uk.

I.2 Aim

The aim of this document is to set out the procedures to be carried out by visitors at the Helyx offices in Brockeridge Business Park, near Tewkesbury. For directions, please use this [link](#).

I.3 Risk Assessment

This document has been informed by the Risk Assessment conducted on 28 May 20 at BBP and the latest review dated 18 May 21. The risk assessment was carried out in accordance with the Health & Safety Executive (HSE) and government guidelines. The risk assessment is reviewed on a regular basis and this document updated accordingly.

In developing these procedures we have used the guidance provided by the Government and HSE.

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we have considered whether that activity needs to continue for the business to operate, and if so, taken all the mitigating actions possible to reduce the risk of transmission between our staff, visitors and suppliers.

Further mitigating actions include:

- Asking for proof of a negative COVID-19 test result in the previous 48 hours before entry to site.
- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then we have assessed whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. In our assessment we have particular regard as to whether staff doing the work are especially vulnerable to COVID-19.

We are staying COVID-19 Secure in 2021.



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Staying COVID-secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**
- ✓ We have taken all reasonable steps to **provide adequate ventilation** in enclosed spaces

Signed on behalf of employer

DocuSigned by:
Sean Kennedy
E0EB23B5106C460

Employer **Helyx SIS Ltd**

Date **18th May 2021**

Who to contact: HelyxCOVID-19ResponseTeam@helyx.co.uk

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



2. General Guidelines

The baseline for keeping us all safe is to rigorously maintain our social distancing and increased hygiene procedures. This is assumed for all of the procedures described in this document.

Set out below are a few reminders about the basic protocols.

2.1 Handwashing

Coronavirus
Wash your hands with soap and water more often for 20 seconds

Use a tissue to turn off the tap.
Dry hands thoroughly.



1 Palm to palm
2 The backs of hands
3 In between the fingers
4 The back of the fingers
5 The thumbs
6 The tips of the fingers

2.2 Stopping the infection from Spreading

How to reduce the spread of infection in your home

Do

- ✓ wash your hands with soap and water often, for at least 20 seconds
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ 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 immediately and wash your hands afterwards
- ✓ clean objects and surfaces you touch often (such as door handles, kettles and phones) using your regular cleaning products
- ✓ consider wearing a face covering when in shared spaces
- ✓ keep windows open in the room you're staying in and shared spaces as much as possible

Don't

- ✗ do not share towels, including hand towels and tea towels



COVID-19
**Meeting up again?
You're safest outdoors.**



Around 1 in 3 people who have Covid-19 have no symptoms and can spread it without knowing so it's safest to meet outside because the fresh air blows Covid-19 particles away.

Let's take this next step safely.



HANDS FACE SPACE
WASH WEAR STAY



3. Travel to and Arrival at BBP

3.1 Overview

When travelling to BBP it will be necessary to use private transport as there are no public transport links to the business park.

If you are using a taxi or private hire vehicle, ensure you wear a face covering and use sanitiser in accordance with the government guidelines.

If you have any of the symptoms related to COVID-19 do not travel to BBP you must stay at home. Follow the procedure outlined [here](#). If someone in your household has symptoms of COVID-19 do not travel to site, stay at home and follow the guidance [here](#). The current COVID-19 related symptoms are:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

Access to Helyx offices will be conditional on proof of a negative COVID-19 test within the previous 48 hours. Acceptable proof is usually an email from NHS COVID-19 Notification.

If you are unable to take a test prior to arrival, there are tests available at the office that you will be able to use prior to your entry.

Upon arrival you will also be asked to confirm the following:

- That you have not been informed by NHS Test and Trace that you are a close contact of a person who has had a positive test result for COVID-19,
- You are not currently self-isolating,
- You do not have any COVID-19 symptoms,
- You have not been in contact with anyone who has.

You will then be asked to sign (if you have your own pen) or your host will sign for you.

You should also wear a face covering in indoor places where social distancing may be difficult and where you will come into contact with people you do not normally meet. This may apply to certain areas within the Helyx offices. Your host will advise as appropriate. However, if you feel more comfortable wearing a face covering at all times please do so.





3.2 General

3.2.1 When travelling to and arriving at BBP please follow these guidelines:

- Work from home if you can or arrange a virtual meeting.
- Travel directly to BBP from your home, do not stop on your journey unless absolutely necessary. If you do need to stop, follow the general guidelines on social distancing and hand washing.
- Do not car share with colleagues unless they are from the same household.
- When parking at BBP in a Helyx allocated space, leave a parking space between other vehicles where possible.
- If there are other people in the car park when arriving, wait until they have left the car park before leaving the vehicle. If this is not possible, ensure that social distancing is maintained.
- Visiting at Helyx is only permitted between 0930 and 1600. Please ensure that your visit is concluded, and you have left site by 1600.
- When proceeding to Reception (Unit 2 Hanley Court) check that the archway in Hanley Court is clear before entering, if not wait until it is before passing through.
- Once at a building entrance ensure that, after entering the lobby you wash or sanitise your hands immediately. There are facilities available.
- When arranging your visit or meeting your host will ask you to confirm:
 - That you have not been informed by NHS Test and Trace that you are a close contact of a person who has had a positive test result for COVID-19 or; You are not currently self-isolating or; Have any COVID-19 symptoms or; You have not been in contact with anyone who has.
- If you answer to any of these questions is no you will be asked to rearrange your visit or conduct it virtually
- You will be asked to confirm those statements again on arrival at Helyx if the answer is no to any of them you will not be allowed to enter site.
- You will also be asked to provide proof of a negative COVID-19 test result within the last 48 hours.
- Once in reception please obey all instructions from staff and guidance from the signage.
- You will not be required to physically sign in or wear a visitor badge/lanyard.
- You will be escorted at all times by a Helyx member of staff.
- If you would prefer to wear PPE, this will be available from Reception on request.
- Your host will inform you of the relevant procedures specific to your visit.
- You will be expected to adhere to the general government guidelines and those outlined here whilst on site. If possible, bring your drinking vessel.

3.3 Conference Rooms

- Make meetings virtual unless absolutely necessary. If it has to be face-to-face the number of attendees should be limited to the limit of the conference room being used. Your host will advise you of this limit.
- Do not move the chairs in any of the conference rooms as these have been spaced to adhere to social distancing methods. All other chairs have been stacked or moved out of the way.
- Where possible doors and windows can be left open to encourage ventilation.
- Keep desks clear. Remove all equipment, documents etc when not in use. Clear desks completely and clean area once work completed.
- If you use any of the equipment in the conference rooms clean it with the resources provided both before and after use.