



Doc Ref: 5.0

Version: 2

Doc Title: Covid-19 Policy

Issue: 11/03/2020

Revised: 25/05/2020

Prepared By:  
Megan CarrApproved By:  
Stephen Gillen

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## Purpose

This procedure outlines how Cold Move is safeguarding their employees, customers and the business against a case and/or outbreak of the new Coronavirus, Covid-19.

Cold Move are following advice and guidelines issued by the Chief Medical Officer, Department of Health, the HSE and the HSA.

## Related Documents

Quality Manual 3.0 – Hygiene Policy

Quality Manual 3.2 – Visitors Policy


Quality Manual 4.5 – Management of Incidents (Contingency Procedure)

Quality Manual 4.7 – Site Security

## Infection Prevention Measures

### Site Access

1. All staff, visitors and drivers shall complete the Covid-19 Interim Measure Health Declaration Form. Failure to meet the criteria will result in being sent home or being denied access to the site. Social distancing guidelines are to be followed at all times and while awaiting entry screening.
2. Hauliers are not permitted access to the warehouse, canteen or staff restroom facilities. They must wait in their vehicle while being loaded/unloaded. External restroom/hand washing facilities are in place for visiting hauliers.
3. Hand sanitiser stations are available at all entry and exit points of the building, warehouse and canteen.
4. Starting times for shifts have been staggered to reduce the volume of staff onsite at any one time.
5. All unnecessary site visits are not permitted.

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6. Access to the site is restricted to authorised personnel (staff and 3<sup>rd</sup> party operators) via access control fob system.

## Onsite Facilities and Activity

1. Facilities for hand washing are provided. As per Personal Hygiene Policy 3.0 hands should be washed:

- after using toilet facilities.
- before and after eating / breaks
- after smoking
- after coming into contact with any potential source of contamination

The following procedure should be followed when washing hands:

- Use liquid antibacterial soap.
  - Rub hands together vigorously for 20 – 40 seconds
  - Pay special attention to finger tips, between fingers, the back of hands and the bottom of thumbs (An infographic is displayed at all hand washing stations)
  - Rinse and dry thoroughly.
2. Social distancing of 2 meters between employees must be maintained at all times. Staff are able to perform duties while maintaining a safe distance from each other. The warehouse manager and supervisors monitor activity to ensure compliance.
  3. Break times are staggered to allow for social distancing. Seating at tables is reduced to 2 people sitting diagonally from each other.
  4. Covid-19 notice board is updated daily with Government statements and information on Covid-19 (Information provided in English and Polish)
  5. Additional cleaning schedule implemented with a focus on frequently touched surfaces.



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## Actions to be taken In the Event of a Confirmed or Suspected Case

1. Should an employee become unwell, they will be asked to return home and contact their GP. If they are unable to safely return home, they may wait in the designated isolation area (Office No. 25), while a GP is contacted for further advice.
2. In the event of a confirmed or suspected case the employee shall be excluded from work as per HSE advice;
  - a. Confirmed cases: 14 days from onset of symptoms, the last 5 of which should be fever free or 14 days from the date of swab for a person who has experienced no symptoms
  - b. Suspected case: 14 days from onset of symptoms, for review when the swab result is available
  - c. Close contact: 14 days from the last day of contact with a confirmed case, occurring during the infectious period of the confirmed case.
3. A fitness to work certificate is required from the employee's GP prior to them returning to work.
4. Employees will also be required to complete a return to work screening questionnaire to ensure they are fit for work.

### Contact Information

Galway City Council	1800 400 150	<a href="mailto:covidsupport@galwaycity.ie">covidsupport@galwaycity.ie</a>
Galway County Council	1800 928 894 and 091 509 390	<a href="mailto:covidsupport@galwaycoco.ie">covidsupport@galwaycoco.ie</a>
HSE West (Galway/Mayo/Roscommon)	091 775200	<a href="mailto:public-health@hse.ie">public-health@hse.ie</a>
Oran Medical Centre	091 794734	
Arlington House Medical Centre	091 794694	



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## COLD MOVE LOGISTIC SOLUTIONS HEALTH DECLARATION FORM – COVID-19 INTERIM MEASURE

We are collecting personal data of visitors to our properties for the purposes of enabling us to carry out contact tracing and other response measures, in response to any emergency that may arise due to 2019-novel Coronavirus (COVID-19) that may threaten the life, health or safety of other individuals. The information will be destroyed once there are no business and legal purposes to keep them.

In the interest of ensuring the Health & Safety of Cold Move Logistic Solutions employees, customers, visitors and contractors, we need to restrict access to the site.

We have the right to refuse entry to any persons who are unwell, who have been to locations of public health concern in the past 14 days or who have been in contact with any person with a confirmed case of the coronavirus.

### Contact Information:

Full Name \_\_\_\_\_

Mobile: \_\_\_\_\_

Company: \_\_\_\_\_

### Health Wellbeing and Recent Travel History

1. Have you been in contact with any person who is a confirmed case of COVID-19 in the past 14 days?  YES  NO
2. Have you been in any location positively designated as hazardous and/or potentially infected with COVID-19 in the past 14 days?  YES  NO
3. Do you currently have a fever or any symptoms such as coughing or breathing difficulties?  YES  NO

### Acknowledgement

I have answered all questions to the best of my knowledge. I acknowledge and agree to the collection, use and disclosure of my personal data, health information and recent travel history for the purposes set out in this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For official use only:* I have checked the above declaration and the visitor is clear to visit this site.

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Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_