

Coronavirus (COVID-19) Workplace Operating Rules

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Signature

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Signature

Revision	Changes	Date
01	First Issue	2 nd April 2020
02	Second Issue	7 th April 2020
03	Third Issue	06 th May 2020
04	Fourth issue updated to reflect Government face covering guidance	12 th May 2020
05	Fifth issue addition of newly recognised COVID-19 symptoms	18 th May 2020
06	Sixth issue review and addition of portal and test/trace arrangements	04 th June 2020
07	Reviewed and updated to reflect Government face coverings mandate	24 th July 2020
08	Updated to reflect change to self-isolation duration from 7 to 10 days	30 th July 2020
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14	Updated to reflect change self-isolation duration from 14 days to 10 days	18 th December 2020
15	Updated to reflect new national lockdown measures	05 th January 2021
16	Updated to include requirement to wear face coverings in communal areas within offices	08 th January 2021

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1.0 Purpose

The purpose of this procedural instruction is to outline the process followed by Story Contracting Ltd employees during the Covid-19 Pandemic. This document will be supported by the Story Contracting intranet, 'Our Story', which will provide access to process controls and appropriate advice across our workforce.

2.0 Scope

This document covers all the activities of Story Contracting Ltd during the Covid-19 Pandemic.

3.0 Responsibilities

It is the responsibility of Story Contracting's Executive Leadership Team (ELT) to provide direction, guidance and assurance to employees, clients and its supply chain during this time, whilst striving to ensure the continuity of the business.

It is the responsibility of Story Contracting's employees and supply chain to adhere to ELT and Government advice and guidance.

NOTE – if you have received a letter from a medical professional advising you to shield or isolate, then please contact a member of the Human Resources Team to discuss specific arrangements.

4.0 Communicating to ensure the wellbeing of our workforce

Consistent and regular communications shall be maintained by Story Contracting to its workforce through the Marketing and Communications department. Communication methods are maintained through:

- Utilisation of the company Intranet, 'Our Story'
- Emails
- Text messages

The principal information and guidance source is the Covid-19 Hub on Our Story. This can be found at: <https://ourstory.storycontracting.com/>

5.0 Ensuring the wellbeing of our workforce

IMPORTANT UPDATE

Covid-19 Information Hub

To help protect everyone at #TeamStory and your family, please visit the hub for up to date information.

→ [READ MORE](#)



Assessing and mitigating the risks

Story Contracting's HSQE department will follow Government guidelines. Risk assessments will be carried out on the most common tasks the team are involved in and appropriate controls will be devised to mitigate the risks presented by the task and exposure to the Covid-19 virus.

In all situations Story Contracting shall strive to eliminate the risk of contracting Covid-19. Where it is practicable Story Contracting shall isolate their employees from exposure to each other and the general public through:

- Making all workplaces "COVID secure"
- Facilitating working from home where possible
- Cancellation of non-essential travel
- Utilisation of technology to conduct meetings etc
- Providing robust processes for preventing the spread of COVID-19

To facilitate these actions Story Contracting will:

- Work with our clients and employees to identify sites that can be made COVID secure, these sites will display COVID secure statements signed by the site manager.
- For sites that are deemed non-essential and cannot be made COVID secure, we will work with our clients to close these sites and make them safe and secure. NOTE – all worksites that are COVID secure can continue
- When appropriate and in keeping with government guidance we shall look to re-open business premises following the conducting of premises risk assessments and the implementation of required measures. See section 26.

6.0 Travelling for work purposes

The UK and Scottish Government have confirmed that work can continue within critical national infrastructure, construction or manufacturing that require in person attendance or situations where individuals are unable to work from home. Story Contracting shall ensure that all workplace is Covid secure (see Section 7.0). Story Contracting have established a policy that travel to and from work should be undertaken where practicable on a 1 person per vehicle basis. Where this cannot be achieved a multi-occupancy vehicle risk assessment must be completed and adhered to. A copy of this risk assessment may obtain from the COVID19 hub at [Multi-Occupancy-Vehicle-Risk-Assessment-10.08.20-REV2](#). All persons travelling to work are required to have available a copy of their critical worker letter.

In those situations where it has been deemed necessary and appropriate for multiple occupancy of company vehicles the following measures must be adhered to:

- Individuals must wash or sanitise hands before boarding vehicles.
- Individual seating arranged to maintain social distancing so far as is practicable.
- Individuals to wear face coverings, disposable gloves and avoid touching their face. (Only exception to the face covering rule is for the driver if they must wear corrective vision glasses for driving - glasses suffer with condensation as a result of wearing a face covering at the same time.)
- Vehicle to have clear signage to outline social distancing measures in place.
- Physical screening if practicable may be utilised, provided this does not compromise safety.
- Individuals follow a fixed pairing system. (same two people consistently sharing vehicle)
- Travelling at rush hours to be avoided where practicable.
- Vehicles must be well ventilated, unless this introduces another significant risk (such as during heavy rainfall or low external temperatures).

Vehicles should be regularly cleaned, using gloves and standard cleaning products, with emphasis on handles and other surfaces which may be touched during a journey. Vehicles should contain a good supply of PPE such as disposable gloves, face coverings and cleaning products.

7.0 Workplace arrangements

All Covid-19 Secure workplaces shall display Covid-19 secure statements signed by the location manager. We will also display other appropriate signage to inform persons reporting to the workplace of the Covid-19 measures in force at that location, see appendix P for an overview of the range of display materials and signage available from Story Contracting stores.





Delivery vehicle drivers will be requested through prior arrangement and signage to remain in their vehicles until they can be briefed and inducted to the workplace.

All persons arriving at Story Contracting workplaces will be briefed on:

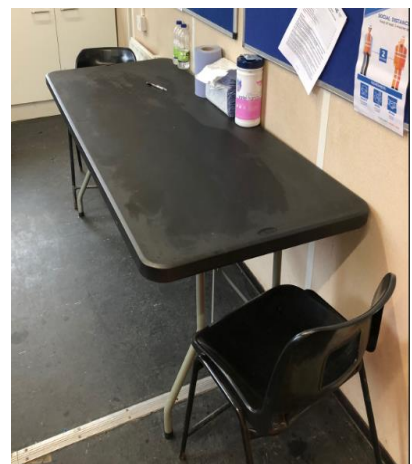
- The social distancing arrangements being implemented.
- The provisions for personal and colleague protection.
- The implications of not adhering to site COVID-19 rules.
- What to do if they develop COVID-19 symptoms.

Please note if the risk assessment for the site indicates that persons reporting to the site should have their temperatures taken to establish if they are showing signs of a fever then follow the instructions provided in section 8.

One-way walking routes around the workplace with appropriate signage and social distancing demarcations indicated to assist those in the workplace to maintain appropriate separation.



Hand sanitiser and hand washing provisions shall be provided within all common areas, canteens and on routes around site to facilitate easy access and regular use.



The numbers of persons using canteen areas and welfare facilities shall be controlled to maintain social distancing. Breaks shall be staggered. Seating should be arranged to enable and enforce social distancing along with signage reminding of social distancing requirements being displayed.



Persons using these areas are required to clean down all surfaces following use and dispose of all waste in the bins provided. Bins will be emptied regularly.



Site signage and social distancing best practice examples.

8.0 Arrangements for taking temperatures

It shall be decided during the planning of projects if taking the temperatures of persons arriving at site is to be undertaken. If it is decided this is the case, the requirement to do so will be detailed within the Construction Phase Plans (CPP) or premises manuals. If the taking of temperatures is to be undertaken, the following process should be followed:

- The temperature should be taken as soon as the person arrives on site.
- They should not be allowed to sign in or be briefed until their temperature has been taken.
- The thermometer must be medical grade (ISO 80601-2-56:2017).
- The packaging expiry date should be checked prior to use.
- One person should be allocated to take temperatures per shift.
- Persons taking temperatures are required to wear:
 - Gloves
 - Face covering (if unable to maintain a 2m distance)
 - Light eye protection

- If the thermometer accidentally touches the skin of the person whose temperature is being taken, it must be cleaned with a detergent solution or anti-bacterial wipe before taking the next person's temperature.

If a temperature shows 38°C or above, the person is deemed to have a high temperature or fever, and not be allowed to sign in.

If the individual feels their temperature is high because they have been rushing or travelling in a hot vehicle, they may be permitted a cool down period in isolation and then have their temperature taken again. Whilst cooling down, the person may wait in their vehicle with engine off and windows open. If when temperature is taken again it is still high (38°C or above) they should be declined entry to site and advised to return home. When there is a shift changeover, the thermometer should be cleaned before use by the person coming on shift. See Appendix L for our First Aid and temperature taking risk assessment.



9.0 Site working

A suite of informative tools for site teams are available within the Covid-19 information hub on Our Story. Updates to Government advice or company instructions relating specifically to site work will be posted here. Company texts and emails advising of the availability of new information will be distributed as and when.

The following general guidance applies and has been communicated to all sites:

- Daily briefings and toolbox talks should be delivered outside where practicable
- Briefings should be signed with your own pen where possible
- Maintain a minimum of 2 metres between workers where practicable
- Do not walk in groups and maintain 2 metres between each other
- Do not shake hands with colleagues or visitors
- Wipe down handles and controls on tools, equipment and plant with antibacterial wipes before and after use
- Wear gloves at all times
- Wash hands before putting gloves on and after taking them off



- In all instances, Story Contracting encourage the invoking of our work safe procedure in any situation where individuals feel risks are not being managed.

10.0 Performing tasks

For all tasks, the risk assessments available on the HSQE page of Our Story should be consulted and the required risk mitigations implemented. A suite of Covid-19 specific risk assessments are also provided within the Covid-19 Information Hub at: <https://ourstory.storycontracting.com/post/Covid-19-risk-assessments/>

Also available in the Covid-19 Hub, are copies of the Construction Council Leadership Guidance Document, 'Site Operating Procedures – Protecting your Workforce'. and the CPA Plant Supplement site operating procedures. These documents provide detailed advice and guidance applicable to all sites.

[England – Site Operating Procedures](#)

[Scotland- Site Operating Procedures](#)

[CPA Plant Supplement Site Operating Procedures](#)

[Network Rail - COVID-19 Contingency Plan – Safe Working](#)

If during the planning and/or delivery of a task it is identified that the planned 2 metre social distancing between workers cannot be maintained for some reason, then the site will be required to contact the HSQE department to discuss the nature of the task and agree what control measures may be implemented. Once additional controls have been agreed, the HSQE department will authorise the controls by issuing a Bespoke Covid-19 Task briefing sheet.

For all tasks, hand washing in line with Government guidance should be carried out before and after works. See informative graphic below:



A video guide to hand washing provided by the NHS can be accessed through the following link:
<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

11.0 Performing tasks - Working within railway stations

From 15 June 2020 it became mandatory to wear a face covering on public transport, and this also includes within station environments. In response to this requirement Story Contracting employees working within public areas of a station shall wear face coverings even when maintaining 2 metre social distancing. A public area of a station is understood to include carpark, ticket office, platform, footbridge, concourse, station shops etc. this list is not definitive.

If our work is being undertaken behind timber hoarding or Heras fencing where additional screening material is fitted within a station environment, then we may adhere to our own previously detailed Covid-19 controls. If this is not possible then face coverings must be worn at all times.

If the works within a station are to be undertaken during a nightshift and the station is accessible to members of the public then face covering **MUST** be worn even if pedestrian barriers/Heras fencing are used to segregate the works.

Face covering must be those provided by Story Contracting stores.

A Story Go briefing (T93) is available for utilisation and display on sites within Railway stations, see link appendix Q

12.0 Rest and meal breaks

Workers should always maintain 2 metre distance from colleagues whilst on breaks:

- Wash hands before each break and before handling or eating food
- Stagger breaks to ensure that 2 metre distances can be maintained in welfare cabins
- Clean surfaces after each break
- Wash hands before putting gloves on and returning to work.



When taking breaks and leaving sites/premises Story employees in England are reminded that the UK Government mandated as of the 24th July 2020 all persons entering shops, banks, takeaways and using public transport are required to wear a face covering/mask.

The use of face coverings is now mandatory in indoor communal settings, such as staff canteens and corridors in workplaces in **Scotland only**.

13.0 Use of face coverings when social distancing cannot be maintained

Based on UK Government guidance, Story Contracting will mandate the use of face coverings by individuals for situations where social distancing is not always possible. In such instances the wearing of face coverings may be used following consultation with and approval by the HSQE department. We acknowledge that face coverings do not replace social distancing and we shall continue to risk assess our activities so as to maintain the appropriate social distancing where-ever possible. On those occasions where the use of face coverings is permitted on our sites, we shall ensure that those who work for us have clear understanding of the following:

- Face-coverings are intended to minimise possible spread of Covid-19 to others.
- If individuals have symptoms of Covid-19 (cough and/or high temperature/Anosmia the loss of normal sense of smell and or taste), they must isolate at home: wearing a face covering does not change this.
- That a face covering is not the same as a facemask or RPE to be worn when performing tasks where protection from air borne dust and particles is required.
- Face-coverings should not be used by those with respiratory conditions.

To ensure no misunderstanding Story Contracting shall ensure that all who work on their behalf use the correct terminology at all times and are clear on what constitutes a face covering as per Government guidance:

“Face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context, and so face fit testing for face coverings are not required”

As required, Story Contracting shall provide appropriate face coverings to be worn. No homemade or personally sourced face coverings are permitted to be worn by persons working on our sites. We also do not permit the wearing of scarfs, bandanas or any other such improvised covering that is tied across the face. Our suppliers and subcontractors shall be informed likewise and are expected to provide recognised face coverings.

Story shall support those who do use face coverings on our sites to do so safely by instructing to:

- Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on, and after removing it.
- When wearing a face covering, avoid touching the face or face covering.
- Change face covering if it becomes damp or if it's been touched.
- Wash hands regularly.
- Practise social distancing wherever possible.
- Once removed, clean any surfaces the face covering may have touched.

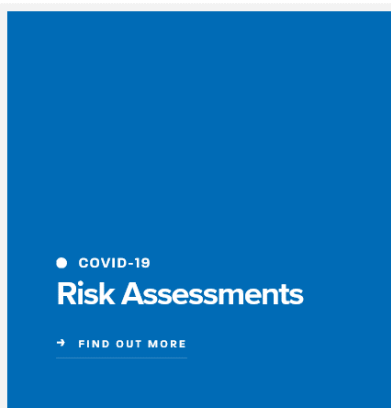
14.0 Disposal of Covid-19 related PPE waste disposal

In keeping with Environment Agency guidance regarding how to dispose of any COVID-19 related PPE items such as single-use face masks and gloves, Story Contracting shall deal with such waste as follows:

unless there is a suspected or confirmed case of COVID-19 on the site any single-use PPE such as face masks or Face covers will be disposed of as general waste using usual processes with no additional control measures needed.

Where there has been a confirmed or suspected case of COVID-19 at the site then all single-use PPE such as face masks or Face covers shall be double bagged, labelled and stored for 72 hours before disposing of as general waste.

15.0 Covid-19 task specific method statements and risk assessments



A suite of Covid-19 related risk assessments are available from the Covid-19 information hub. Advice and guidance on the controls they recommend are included within Appendices A - F. Employees are required to check these risk assessments to establish if there have been any updates or revisions prior to undertaking tasks.

This information can be obtained through this link:
<https://ourstory.storycontracting.com/post/Covid-19-risk-assessments/>

16.0 Control of substances hazardous to health (COSHH)

Copies of all Story Contracting COSHH assessments are available on the HSQE page of Our Story:
<https://ourstory.storycontracting.com/central-services/hsqe/risk-coshh-assessments/>

17.0 First Aid

When persons on site require first aid, every effort should be made to isolate the person as far as possible from others. Use a separate room, screens or barriers and all other persons at least 2 metres away.

The person(s) administering the first aid should wear a face covering as well as gloves and glasses. The person receiving the First Aid should also, if it not going to interfere with the first aid being administered also wear a face covering. Hands should be washed thoroughly with soap and water before putting on and removing face masks or coverings.

If CPR is required, face/mouth shields must be available. If not available, DO NOT administer mouth-to-mouth resuscitation. Instead perform chest compressions only. *See Appendix L for full risk assessments for first aid and taking individuals temperature.*

18.0 Action to take if Covid-19 symptoms are exhibited by Story Employees

If a Story Contracting employee exhibits the symptoms associated with Covid-19:

- A new continuous cough
- A high temperature
- A loss of or a change in your normal sense of smell and/or taste (Anosmia)

Follow the Covid-19 flow chart overleaf.

STORY COVID-19 'TEST & TRACE' FLOWCHART

START - Person (P1) experiences COVID-19 related symptoms.

P1 immediately Self-Isolates

P1 either stays at home, or goes home ensuring no 'Close Contact' with other people and inform your Line Manager and HR - who can arrange for a test. Self-isolation period is 10 days, or until symptoms clear if they persist beyond 10 days.

P1 arranges for COVID-19 test

Whilst waiting for the result, P1 may inform others of their current situation so that others can take additional precautions in advance of test result. Members of P1's Household will have to commence self-isolation (10 days)

+VE Result

P1 completes 10 days self-isolation.

Members of P1's Household complete 10 days self-isolation, as long as they have no symptoms. If they do, they go to START above.

P1 informs 'Test & Trace' of Close Contacts (Refer to definition in Red Box)

Close Contacts (CC's) are notified by 'Test & Trace' to self-isolate for 10 days from last contact with P1.

Members of CC's Households are not required to self-isolate if CC does not display COVID-19 symptoms, although 'extra care' should be taken regarding contact and hygiene where possible. If a CC develops COVID-19 symptoms, they go to START above.

-VE Result

P1 Returns to Work when feeling well enough

Members of P1's Household can stop self-isolating if they have no symptoms.

CLOSE CONTACT

defined as any of the following from 2 days before P1 was symptomatic up to 10 days from onset of symptoms:-

1. Being within 2m of someone for more than 15 minutes;
2. Being within 1m of someone;
3. Travelling in the same vehicle where physical separation barriers are not present.

The above would NOT apply for individuals where activities that have been appropriately risk assessed and COVID-19 mitigated to enable Close Contact in a controlled environment, such as the wearing of face coverings.

COVID-19 Testing for CC's who are not displaying COVID-19 symptoms:-

Current guidance states that a -VE test result for an identified Close Contact who is not displaying COVID-19 symptoms DOES NOT remove the need for 10 days self-isolation.

Source Information:
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

19.0 Action to take if instructed by Test and Trace service to self-isolate

If a work colleague or any person a Story Contracting employee has been in close contact with returns a positive test result for COVID-19, these employees will be formally contacted and notified by the NHS Test and Trace service (either a phone call, letter, E-mail or text message) and maybe instructed to self-isolate.

If advised to self-isolate by the NHS employees are required to contact and inform Story contracting HR at hradmin@storycontracting.com and pass on the notification they have received if text, letter or e-mail. Story Contracting shall require this information to enable any potential claims for statutory sick pay rebates.

Employees who are informed that they have been in close contact with someone who has had a positive test will only be required to self-isolate if instructed to do so by NHS test and trace services. Those self-isolating must not leave their homes for any reason. If during the self-isolation they or other members of their household, develop symptoms of Covid-19, they are required to email hradmin@storycontracting.com who will arrange a test for the employee, and any member of their household that has symptoms through the Essential Worker Testing Portal.

20.0 COVID-19 Essential worker testing portal process

Story Contracting are approved on the **Essential Worker Testing Portal**, which means we can organise a test for all of our employees as follows:

- **If an employee has** symptoms (only they qualify for a test)
- **If ANYONE** in the household of an employee household has symptoms (the employee and anyone with symptoms qualifies for a test)

The testing process is as follows:

STEP 1 – If the employee or anyone in their household has symptoms which are a new continuous **cough** and/or a **fever** and/or **anosmia** (loss or change in sense of smell and/or taste)

STEP 2 – The employee Inform their Line Manager **AND** email hradmin@storycontracting.com quoting their **mobile phone number**

STEP 3 – HR will upload the employee's details to the testing portal, and they will receive a text message to select their test time and location

STEP 4 – The employee attends the test centre where a swab will be taken from their mouth and/or nose. The employee is required to continue to self-isolate until results received.

STEP 5 - Results are sent by text within 48 hours, if it's **negative** there is no need for the employee to self-isolate and if employees test result is **positive**, they should complete 10 day self-isolation.

Members of their family are required to complete 10 days isolation as long as they have no symptoms.

If the employees test is **negative**, they feel well enough to return to work, have not had a temperature for 48 hours, and everyone in their household tests negative, they may return to work.

The essential worker testing portal is the preferred Story method to instigate and arrange COVID-19 tests. If for any reason access to the portal is disrupted, employees may still self-refer themselves for a COVID-19 test. These tests can be requested in England and Scotland through the following link: <https://self-referral.test-for-coronavirus.service.gov.uk/> In these cases tests are organised via NHS 111. Following recording of symptoms, individuals are contacted by a COVID-19 Response Nurse who arranges the test location and time. Upon receipt of test results individuals are required to inform their Line Manager and hadmin@storycontracting.com

21.0 Assurance

As appropriate and practicable, Story Contracting's HSQE department shall conduct workplaces visits to provide aid and monitor that Covid-19 processes and risk assessment requirements are being implemented and adhered to. Persons travelling to workplaces to conduct these visits are required to travel alone and ensure they have a copy of their critical worker letter with them. Appendix K is a link to the assurance checks maybe undertaken as appropriate. Any issues identified shall be actioned where possible immediately.

22.0 Working from home

Story Contracting will support employees who are required to work from home. They will be provided with regular business updates and communications to maintain spirits and morale. We will also provide regular information to ensure the most efficient and safe performance of duties from the home environment. The following advice is provided to all home workers:

Broadband - Staff working from home for an extended period should check the broadband tariff with their provider. Most tariffs are unlimited data usage; however, some users may be on older or cheaper packages that have reduced allowances e.g. 10GB or 20GB per month.

Company Mobile Phones - Make sure you have the necessary contacts saved, if not all contacts are available on the company intranet Staff Directory. Click here to access the [Staff Directory](#)

Skype for Business and Microsoft Teams - All laptop users have Skype for Business and Microsoft Teams accounts; which can be used for individual and group voice and video calls.

Desk Phones - Call Forwarding - If you regularly receive calls on a desk phone, this should be forwarded to a mobile number (whether company or personal). Instructions to forward calls can be [found here](#).

IT Equipment - To improve your experience whilst working at home, you can take any IT accessories from your desk that allow you to carry out your job more effectively. Remember to also take any associated cables and power leads.

Advice on all issues relating to IT equipment whilst working from home can be obtained from the IT helpdesk on: itsupport@storycontracting.com

When setting up a workspace at home an online DSE assessment will be sent out to all homeworkers for completion. Advice regarding setting up a DSE compliant workspace can be found here. <https://ourstory.storycontracting.com/post/form/form-148-dse-workstation-check-list/>

See Appendix I for the Story Contracting working from home risk assessment.

23.0 Mental Wellbeing

Story Contracting will provide ongoing advice and support to its workforce in respect to good mental health at this time. Through Our Story and regular communications, we will provide links to sites that can offer advice and tips to help colleagues maintain mental wellbeing and cope with the stresses associated with the Covid-19 pandemic. The following links will provide support:

- [NHS Every Mind Matters](#)
- [Mental Health Foundation](#)
- [Mind](#)
- [SAMH](#)
- [CALM](#)
- [Mental Health UK](#)

If anyone on site feels that they need further support they may also contact the following for free confidential advice, please call:

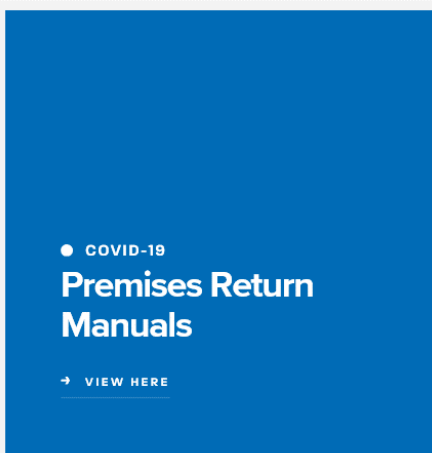
- **Mind:** 0300 123 3393 (9am-6pm Mon-Fri), text: 86463 or email: info@mind.org.uk
- **SAMH:** 0141 530 1000 (9am-5pm, Mon-Fri), email: enquire@samh.org.uk
- **Samaritans:** 116 123 (24/7) or email: jo@samaritans.org
- **CALM:** 0800 58 58 58 (daily, 5pm to midnight). Free, anonymous webchat with trained staff.

24.0 Return to work from furlough

All persons returning from furlough shall be briefed on the appropriate sections of this response plan applicable to their work location and role by their line along with undertaking a return to work induction. A copy of the furlough return briefing can be found at:

<https://ourstory.storycontracting.com/post/covid-19-risk-assessments/>

25.0 Working from Story offices



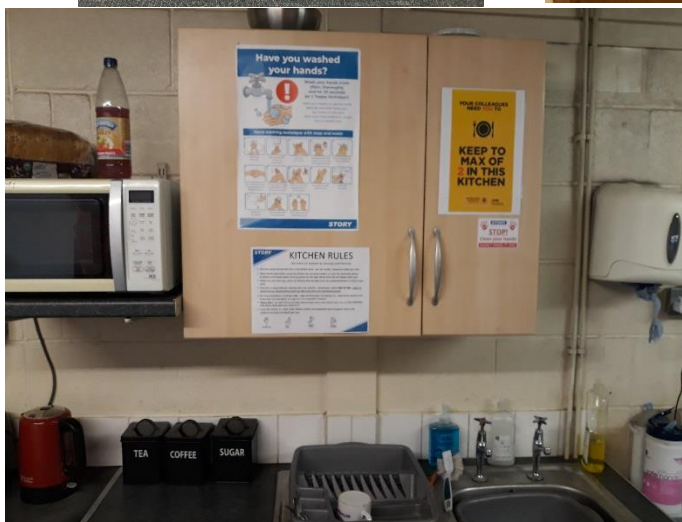
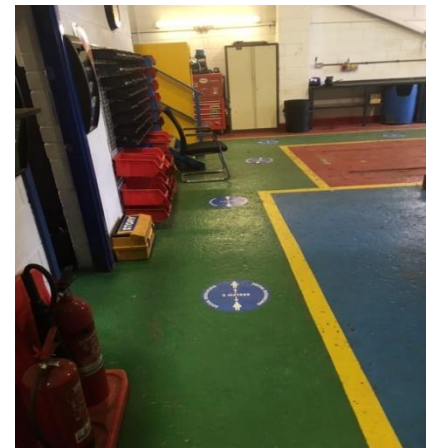
For the benefit of individuals who cannot work from home we have undertaken measures to make our premises fit and suitable for the controlled return of appropriate numbers to enable social distancing.

Within our intranet COVID-19 Information hub we have established a premise return tile, behind this tile can be found for each of our premises copies of the following:

- A Premises return manual
- Premises return risk assessments
- Premises return induction briefing

These documents can be located at [Covid-19/premises-return-manuals/](#)

A COVID-19 responsible person has been appointed to monitor arrangements, maintain records and control allocation of office space to persons wishing to return. Responsible person details and contact numbers can be obtained from our Head office switch board on 01228 590444. Story Contracting offices will remain open but you should only attend if you CANNOT work from home. If you need to work from any of the offices, and you already have had permission from your Divisional Director this still remains valid. If you have not had permission and feel you need to work from any of the offices please contact your Line Manager who will gain permission from the relevant director. All persons returning will receive a return to premises induction from the appointed responsible person. All premises will display COVID Secure signage, signed by the appropriate company Director.



The following guidelines and control measures apply to all offices and premises. These rules apply to anyone who has been given permission from their Line Manager to work from the office or to visit for a short time, i.e. to collect printing.

Prior to visiting

- Only visit an office **if given consent** from Line Manager and/or Director in advance of visit.
- Prior to attending the office, inform the **relevant responsible person** at the office of intention to attend, they will provide all details for accessing the office and an induction.
- Persons attempting to access offices without first speaking to a nominated responsible person, **may be denied access** if there is insufficient capacity at the time.
- Persons with a new and persistent cough and/or a high temperature and/or anosmia (loss or change in taste and/or smell) are instructed to **NOT** attend the office and inform both Line Manager and hadmin@storycontracting.com

Travelling to the office

- Only have **1 person** per vehicle. Do not car share.
- Avoid public transport where possible, and wear a face mask if it is unavoidable

Accessing the building

- **Follow the instructions** given by responsible person
- Follow any designated **one-way systems** and entry/exit routes
- On entering please use the **hand sanitiser** provided
- **Adhere to the 2m social distancing rule**
- Face coverings **MUST** be worn in indoor communal settings, such as corridors, workplace canteens, break rooms. **(Scotland only)**

Catering Facilities

- Use catering facilities in line with instructions provided on each site
- **Do not make refreshments for others.**
- **No food preparation** is allowed, stored food in fridges must be in wipeable containers
- Use the cleaning equipment and wipes provided after use
- **Adhere to the 2m social distancing rule**
- **Face coverings must be worn until seated**

Toilet Facilities

- Use occupied signs and only **one person allowed in each facility at a time**
- **Use anti-bacterial wipes** to clean surfaces, do not flush anti-bacterial wipes. Bin them.
- **Wash hands** for 20 seconds and **use hand sanitiser** before leaving the area
- Face coverings must be worn (**Scotland only**)

26.0 Travelling abroad

Story Contracting employees planning to travel abroad are required to inform their Line Manager and hadmin@storycontracting.com, detailing their:

- **departure dates**
- **airport(s)**
- **Destination country**

If travelling to a country where quarantine on return to the UK is a known requirement, this quarantine time should be taken as **additional holiday or as unpaid leave**, which should be **authorised in advance** by the Line Manager.

If quarantine is suddenly imposed on a country an employee is visiting i.e. there was **no prior knowledge** of this before departing, employees upon return to the UK are required to:

- Work from home if they can do, in line with current guidelines.
- If they cannot work from home, they will be paid the equivalent of Statutory Sick Pay.

27.0 Appendices

Appendix A: [Cleaning of Plant HSQE method statement](#)

Appendix B: [Cleaning of Plant Risk Assessment](#)

Appendix C: [Deep cleaning of sites / cabins method statement](#)

Appendix D: [Deep cleaning of site / cabins Risk Assessment](#)

Appendix E: [Cleaning of company vehicles method statement](#)

Appendix F: [Deep cleaning of vehicles](#)

Appendix G: [Operational Risk Assessments](#)

Appendix H: [Underlying health issues Risk Assessment](#)

Appendix I: [Individuals Working from home risk assessment](#)

Appendix J: [COVID-19 COSHH Sheet](#)

Appendix K: [COVID-19 Assurance visit criteria](#)

Appendix L: [Administration of First Aid and taking temperatures risk assessment](#)

Appendix M: [HSQE site assurance visit risk assessment](#)

Appendix N: [First aid response \(COVID-19\) Poster](#)

Appendix O: [Guidance Face Coverings or Respirators – Know the Difference!](#) Toolbox talk

Appendix P: [Story Contracting Site and premises signage](#)

Appendix Q: [Story Contracting working within Railway stations briefing](#)

Coronavirus (COVID-19) Workplace Operating Rules

Appendix R: Examples from working within Premises protection prompts screen saver

COVID-19: PREVENT THE SPREAD



Wash your hands
for 20 seconds

1

COVID-19: PREVENT THE SPREAD



Clean surfaces
and work areas
regularly

2

COVID-19: PREVENT THE SPREAD



Follow one way
systems

3

COVID-19: PREVENT THE SPREAD



Maintain social
distancing

4

COVID-19: PREVENT THE SPREAD



Don't make
drinks for
others

5

COVID-19: PREVENT THE SPREAD



Use hand sanitiser
provided

6