

# Reynolds COVID 19 Management Plan



## Introduction

This document has been compiled because of the COVID 19 pandemic. It captures all the headline actions taken to ensure the health and safety of the team and our customers. This document is underpinned by formal risk assessments and procedures, training, monitoring and regular review details of which are referenced in section 3.

The business has continued to operate as an “essential business” during the lockdown period supplying fresh food to e.g. Care homes. As a food business Reynolds already operates customer and occupational biological safety controls as routine. During the COVID 19 pandemic these management systems including procedures and practices have been tailored to exceed best practice guidance. Reynolds remains agile and responsive to official guidance updates and as such Reynolds COVID Management Plan (CMP) is version controlled.

For clarity Reynolds regularly review and comply with PHE guidance for employers and businesses on coronavirus (COVID-19) updated 7<sup>th</sup> April 2020, Social Distancing BRC Recommended implementation practices for Warehouses and Distribution V2: 6<sup>th</sup> April, NHS.uk guidance

The scope of this plan is limited to Health & Safety of employees, vehicles, deliveries, and operated premises only, it excludes other HR and L&D initiatives e.g. Wellbeing.

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## 1) Product & People Hazard Analysis and Risk Assessment

Reason for review: scope increased to include Covid 19 Pandemic

Examine each process step in turn and consider the risk of COVID 19 presence, introduction, survival, and transmission for and from products and people. Risk assessment LOW indicates effective controls in place.

Process Step header	NEW Hazard summary	Key Controls	Residual Risk Assessment
Goods Receipt	<u>Product</u> - NONE - Virus highly unlikely to be present on product/unlikely to survive during transit	Existing supplier and product approval checks on intake.	LOW
	<u>People</u> – Employee introduction – Site Biosecurity	Return to work health protocols updated – NO access without pre-screening (AREC04), cascaded and audited. Management commitment to people’s safety clearly understood. (Video Pre-Induction) Hygiene schedules, flow and procedures reviewed in all areas	LOW
	<u>People</u> - Delivery driver introduces virus to site.	Biosecurity review carried out in Feb 2020 with physical barriers introduced – NO DRIVER CONTACT - key sanitised, visitor restrictions and screening introduced – food, non-food, and FM Services. See Risk Assessments	LOW
Storage	<u>Product</u> - NONE - Virus highly unlikely to survive in storage	Existing good practices	LOW
	<u>People</u> – Introduction and transmission on site	Distancing and disinfection procedure review and re-brief (Pre-Screening, Pre-Induction, Site Training)	LOW
Picking	<u>Product</u> - contamination of product with live virus from staff	Gloved hand, hygiene procedures. Virus unlikely to survive distribution to customer, all product must be washed, peeled, decanted prior to use.	LOW
	<u>People</u> – cross infection with staff	Function specific distancing and disinfection procedures	LOW

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Process Step header	NEW Hazard summary	Key Controls	Residual Risk Assessment
Palletisation	Cross contaminating product packaging with live virus	Stored product unlikely to support virus survival	LOW
	<u>People</u> – cross infection with staff	Function specific distancing and disinfection procedures	LOW
Loading	Cross contaminating product packaging with live virus	Stored product unlikely to support virus survival	LOW
	<u>People</u> – Vehicle as a carrier, Handovers	Function specific distancing and disinfection procedures	LOW
Distribution	No NEW	Good hygiene/sanitising	LOW
Customer Delivery	<u>People</u> - Driver infection	Distribution procedure – Bespoke PPE Kit (sanitiser gel and wipes, masks, and gloves)	LOW
Returned Crates	Carrier of infection to site	Time delay from collection to delivery likely to kill any residual virus. Soiled trays cleaned on receipt	LOW

**Current Status - Low likelihood of COVID 19 survival or transmission with controls in place – monitor, refine and continue to report.**

## 2) COVID 19 Prerequisite Summary

The following lists all practices and procedures that have been modified as part of the COVID 19 Management Plan.

- 1) Vulnerable staff have been engaged and appropriate support mechanisms have been introduced. Cases will be reviewed when appropriate and maintaining colleague safety is the priority, referencing NHS.uk guidance.
- 2) Flexible working is encouraged and supported (MS Office 365 roll out) including working from home where practical. Staggering of staff to encourage safe distancing and cohorting is in operation.
- 3) Occupational Health: If a colleague develops symptoms as defined in the NHS guidance, they are to report it immediately, avoid touching anything and return home. Facilities team to clean and disinfect associated areas. Colleagues with symptoms are advised to self-isolate in accordance with Public Health England (PHE) guidance i.e. 14 days. All colleagues who self-isolate should be tested for Covid 19. The government led Test and Trace scheme is endorsed (see reference list / guidance), IT Support will push the NHS App to company mobile phones when launched. Forehead Temperature Monitoring sampling program has been developed with supporting policy as is live as of 23<sup>rd</sup> June.
- 4) Return to work (Absence, holiday, and furlough) colleagues to complete the pre-screening health check and induction training before entering site (doc ref: AREC04 Return to work). Once on-site department specific training needs to be undertaken including site tour of new flows, distancing rules and hygiene procedures.
- 5) People and Place - sanitising and safe distance in the workplace. Sanitising primary contact surfaces site wide initiative has been introduced by Facilities. The number of hand sanitising points has increased, all colleagues are engaged in workplace sanitising responsibilities including operational disinfection of handheld devices and MHE. Safe distancing risk assessments have been carried out in all areas, floor and wall signage introduced, one way and right of way traffic flows rolled out. Communal break areas density restrictions have been put in place. Contactless face scanning "in/out" now operational. The Facilities team have a process to deep clean any areas suspected of becoming contaminated with COVID 19. Hand sanitisers, gloves, masks issued are available to all colleagues.
- 6) Government notices – PHE and NHS guidance displayed on noticeboards throughout the site.
- 7) In person meetings (including social gatherings) must be carefully managed, where meetings cannot occur using conference call facilities meeting rooms must be of adequate size to enable social distancing rules are to be observed, desks should be wiped post meeting with the alcohol wipes allocated to the meeting room. Teams and Zoom in regular use.

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- 8) Visitors are permitted on site during lockdown but only following pre-screening and only with prior authorisation and control by senior management – see reference information. A visitor questionnaire and hygiene rule guidance has been established and must be shared with all visitors.
- 9) Travel is discouraged during lockdown and must be authorised by senior management, referencing this plan.
- 10) Site compliance to the contents of COVID 19 Management Plan is managed by the CMP taskforce, led jointly by the Technical Director and Head of Health and Safety but supported in its entirety by the board.

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## 3) Documents and procedures relating to COVID Management Plan

Title	Owner
AREC04 Return to Work	Sarah Renshaw
Re-induction video	Meeta Khatani
Warehouse Risk Assessment	David Anderson
Distribution Risk Assessment	Grant Jardine
Facilities Risk Assessment	Phil Robinson
Warehouse Hygiene Procedure	David Anderson
Distribution Hygiene Procedure	Grant Jardine
Office Hygiene Procedure	Phil Robinson
Covid 19 Management Plan on EXCEL - Master	David Jones
NEW – Visitor Form Post Covid 19 – Many 2020	David Jones
NEW – Visitor Hygiene Rules	David Jones
NEW – Forehead Temperature Monitoring	David Jones
NEW – Test & Trace guidance	David Jones
100% of the Reynolds COVID Management Plan and associated documents held in electronic and multimedia storage U: Covid-19	

## Amendment log

Version	Reason
May V2	Review following procedure and process development
June V3	Addition of 1) “test and trace” support 2) Reynolds colleague body temperature monitoring 3) Visitor screening & Hygiene rules. Minor amends to text.