




TITLE:	Coronavirus (COVID 19) Policy		
DOC REF:	CEL-POL-025	REVISION No:	A

CORONAVIRUS (COVID-19) POLICY

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1 INTRODUCTION

Cobalt Energy Ltd has implemented arrangements to limit the spread of Coronavirus within the organisation.

The company has specific responsibilities under the Health and Safety at Work etc. Act 1974.

Our employees may also be subject to action by the authorities arising under the Health Protection (Coronavirus) Regulations 2020 and other specific regulations in force for the location and at the time.

2 RESPONSIBILITIES

This policy document applies to all staff members and appointed contractors of Cobalt Energy Ltd working within or external to the main office environment.

3 ARRANGEMENTS

Cobalt Energy Limited will ensure the health, safety and welfare of their staff, customers, and any other relevant parties, as far as is reasonably practicable by carrying out the following:

- Monitor and act upon the latest official guidance produced by the Government.
- Monitor and act upon local COVID-19 alert levels where required.
- Work with our suppliers and industry partners to ensure our actions are in line with others and to promote best practice.
- Review and circulate all relevant sources of guidance and changes to the rest of the organisation on a regular basis, provide regular updates on current risk levels, and advise on appropriate control measures.
- Implement COVID-19 Risk Assessments for Sites and premises under Cobalt Energy Ltd control.
- Due to the nature of Cobalt Energy Ltd.'s work in the power, waste and utilities sector, some employees are classified as Essential Workers in terms of travel and work during periods of National lockdown. All employees who need to travel as part of their role should obtain a company issued letter with details of their essential worker status. They should carry this with them on Company business in case of questioning by relevant authorities.
- Ensure staff and contractors are aware of the risks and what to do if they believe they have been exposed to the virus or may be infected.
- Implement either home working and/or staggered shift patterns to ensure social distancing can be observed while service standards are maintained as much as possible.
- Plan to ensure that health, safety, and hygiene standards are maintained. Risk assessments will be reviewed to consider likely changes in the short term e.g., short staffing, absence of key staff, the need

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to evacuate premises temporarily, lack of availability of materials. Where work cannot continue safely and with the required standard of emergency backup, e.g., rescue arrangements, fire safety, first aid, the activity will be stopped until alternative effective health and safety arrangements can be put in place.

- Review and amend our other policies as required, in line with Government guidance and temporary legislation during the outbreak.

Management will follow the instruction of the board and other nominated senior management with regards to control measures and procedures. Failure to do so will be treated as misconduct and the company disciplinary procedures will be followed.

- The manager overseeing cleaning of the premises/sites will liaise with staff and/or contractors as applicable to ensure that appropriate routine, and where needed, deep cleaning, arrangements are in place.
- If anyone presents themselves for work or to complete their contracted duties and displays sign of illness, they are to be sent home and to stay at home for 10 days from when their symptoms started. If a person lives with someone who has tested positive or has developed symptoms, they must stay at home for 10 days from the day they were tested or the day they developed symptoms.
- Any person displaying COVID-19 symptoms should book a test with the NHS.

4 TEST AND TRACE

Cobalt Energy Ltd will obtain and store contact details of all staff, customers, and visitors for a period of 21 days in line with Government advice. Personal data will be handled in accordance with GDPR and will not be used for any other purpose unrelated to contact tracing.

This is a voluntary scheme and while we encourage participation, individuals can exercise their data protection rights.

Staff and Appointed Contractors shall be actively encouraged to use the NHS Track and Trace App.

The following information will be collected where possible:

Staff:

- the names of staff who work at the premises
- a contact phone number for each member of staff
- the dates and times that staff are at work.

Customers and visitors:

- the name of the customer or visitor – if there is more than one person, then the name of the ‘lead member’ of the group and the number of people in the group
- a contact phone number for each customer or visitor, or for the lead member of a group
- date of visit, arrival time and, where possible, departure time

Sites under Cobalt Energy Ltd control shall collect contractor and visitor information via the site Signing In/Out procedure.

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No additional data will be collected for this purpose. This data may be shared with NHS contact tracing teams.

5 EMPLOYEES

To help prevent the spread of Coronavirus in the workplace, employees must:

- Wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing, and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water.
- It is not mandatory to wear face coverings unless Site Rules dictate otherwise. However Cobalt Energy will support all employees who chose to wear face coverings in their working environment.
- To reduce the spread of germs when they cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue. They should then wash their hands or use a hand sanitising gel.
- If staff feel unwell or develop symptoms at work, they should immediately inform their line manager who will send them home. They should also inform the QHSE Manager immediately. If for any reason the individual cannot leave the premises immediately, they will be required to isolate themselves from other members of staff until they leave.
- If staff have symptoms of Coronavirus infection (Covid-19), however mild, they must stay at home and not leave their house for 10 days from when symptoms started.
- Staff should practice social distancing as much as possible.
- Staff must frequently clean and disinfect objects and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied.
- Employees should if possible, work from home, and may be required to carry out a workstation self-assessment. They should cooperate with these requests so far as possible.
- Employees should keep up to date with and always follow Government guidance.

6 SITE VISITS/MEETINGS

All meetings will be carried out remotely via video link or similar where possible. Where this is not practical, they will be held outdoors or in well ventilated rooms. Attendees will be kept to a minimum to ensure social distancing can be observed.

Employees should only visit Clients premises/conduct site visits if essential. Other sources of information gathering should be fully explored such as the use of photographs/videos/video conferencing.

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7 COMMUNICATION AND REVIEW

Cobalt Energy Limited ensure that all staff have ready access to their Line manager, HR Manager and QHSE Manager. Due to the nature of the ever-changing COVID-19 pandemic, regular communications will take place between management and staff to ensure that everyone is aware of any changes to this policy.

A review of this procedure will be carried out in line with government guidance on COVID-19.