

LLD Coronavirus Plan



1 Introduction

This plan has been written to consolidate the various Coronavirus plans which have been sent out so that there is only one document being worked from.

This document is written in a hierarchical way starting with information pertinent to all staff and then reading the sections that relate to you, trying to cover the biggest group down to the smallest group for ease of reading.

For example, if you work in the office you would read the sections relating to all staff then depot staff and then office staff. Similarly, if you were a driver you would read the sections all staff, meeting people outside of LLD workforce and delivery staff.

Hierarchical Plan of Document



2 Issues common to all staff

2.1 Your responsibilities

- ▼ It is important you follow the guidelines given to you by LLD
- ▼ LLD also recognises the importance of following the Government guidelines which LLD are adopting (refer to Appendix 5 for further guidance)
- ▼ You must do all you can to eliminate the risk of Coronavirus for you, your family and colleagues
- ▼ If you have any concerns these are to be reported using a C&C slip and posted in the C&C box in order that the concerns can be reviewed and action taken as appropriate
- ▼ If you have any Covid-19 symptoms even if they are mild, you must stay at home
- ▼ Download the NHS Scotland Protect App – <https://protect.scot/index.html>

2.2 Social distancing

- ▼ Adhere to the 2 metre gap between people. This is especially important when spending longer periods of time with people such as anything around 15 minutes or over. Walking past someone is lower risk but where possible always keep a safe distance
- ▼ It's important to remain vigilant with this rule especially in places where people normally congregate such as canteen or smoking area
- ▼ If you see people congregating, report it to a Supervisor so this can be stopped
- ▼ Adhere to signage where seating areas are closed such as the Bellshill kitchen where signs are in place advising which seats can be sat in to maximise space between people
- ▼ If you want to use smoking area, canteen, debrief counter etc. and there are people in this area, wait until people have left this area to maximise space between you and others
- ▼ If you can work from home do so as this reduces the number of people within the Depots
- ▼ Where possible carry out larger meetings using video conferencing to avoid the need to be in the same room for periods of time
- ▼ Where sneeze screens are in place, adhere to this and don't go to the side of the screen
- ▼ Where possible it is better to not rely on public transport. If you rely on public transport, please speak to your line manager to see if it's possible to lift share with someone in your team. It's important that this is from someone in your team as your team is a 'bubble' as you work with the same people day in day out. The risks are higher being with people outside of your bubble. If you need to rely on public transport you need to wear a face covering as advised by the Government. If you do not have access to a face covering, speak to your line manager

2.3 Employee Training

LLD recognised that training our employees must continue to keep everyone up to date.

- ▼ Staff attending training off site at an external training provider location, all staff must follow any guidance provided by them to ensure a safe working practice is adhered to
 - Staff receiving Internal training on site at any LLD location must also ensure safety measures are in place and training in the first instance should be carried out via zoom or team viewer where possible if not possible then the following should be implemented

- Social Distance to be adhered to ensuring a 2 meter gap especially if training is to last for longer than 15 minutes
- Face Coverings MUST be worn if within 2 meters of each other (remember if wearing a visor then a face mask must also be worn underneath)
- Where possible remain behind sneeze screens
- Any equipment used such as IPad, keyboards, MHE etc must be sanitised before and after each use

2.4 Cleaning/hygiene

- ▼ All staff to clean their work station at regular intervals. See individual employee section for recommendations for your particular employee group
- ▼ All staff are to follow handwashing guidance and keep their hands clean. See individual employee section for recommendations for your particular employee group. It's always better where possible to use soap and water. When washing your hands, it is recommended you wash them with warm water and soap for at least 20 seconds, making sure you are washing all areas of your hands. If soap and water is not available, hand sanitiser should be used. See appendix 1 for guide on how to use soap and hand sanitiser properly
- ▼ Avoid touching face, mouth and eyes
- ▼ Where possible, keep doors left open this means less surfaces being touched for example doors in corridors should be left open with a door stop

2.4.1 When using hand sanitiser

- ▼ All alcohol based products have potential to be flammable. Make sure you store away from high temperatures and flames
- ▼ Watch where they are being stored and do not store in direct sunlight
- ▼ Ensure you allow the sanitiser to dry and vapours disperse before smoking
- ▼ Avoid contact with your eyes, if product gets into your eyes, rinse thoroughly with water
- ▼ If swallowed seek medical advice immediately
- ▼ Always read the instructions on the bottle and follow the product guidelines

2.5 Displaying symptoms

- ▼ The symptoms of Coronavirus are a new continuous cough, a high temperature and/or loss of smell or taste.
- ▼ If you are displaying any of these symptoms in work you must immediately go home and stay at home for the ~~next 7 days~~ recommended isolation period as per government guidelines.
- ▼ If you are displaying these symptoms at home, you must not come into work and must stay at home for ~~next 7 days~~ recommended isolation period as per government guidelines.
- ▼ If someone in your family is displaying these symptoms, you must stay at home for ~~14 days~~ ~~next 7 days~~ recommended isolation period as per government guidelines from the day of their first symptom
- ▼ When calling in to report an absence, your line manager or nominated substitute will go through some questions with you to gather more information on your absence
- ▼ When returning to work following an absence, as per normal procedures, you must advise your line manager as early as possible that you are ready to come back to work. They will then go through some return to work questions with you. If you haven't spoken to anyone and turn up for work you may be sent home as it is likely your shift will have already been covered
- ▼ Follow the signs on the doors of the Depot advising you not to enter if feeling unwell with Covid-19 symptoms
- ▼ Testing is available from the Government for key workers. If you aren't sure what to do, contact Claire Logan

2.6 Temperature monitoring

LLD has taken into account government advice on temperature checking for staff and visitors to our sites. The current government advice is that there is little scientific evidence to support temperature screening as a reliable method for detection of COVID-19 or other febrile illness especially if used as a main method of testing. Readings can be unreliable for the detection of COVID-19 or any other diseases which may cause fever. As such LLD will not be carrying out temperature checking / monitoring.

Source: - <https://www.gov.uk/government/news/dont-rely-on-temperature-screening-products-for-detection-of-coronavirus-covid-19-says-mhra#:~:text=There%20is%20little%20scientific%20evidence,the%20main%20method%20of%20testing.&text=These%20readings%20are%20therefore%20an,diseases%20which%20may%20cause%20fever.>

2.7 Complacency

- ▼ It's important that as time passes and people become more used to the 'new normal' so that complacency doesn't set in
- ▼ Keep reminding yourself of the importance of adhering to the rules

2.8 PPE

2.8.1 Face coverings – masks

The current guidelines advise that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.

The Government **state it is mandatory** “to wear a face covering in enclosed public spaces where social distancing isn’t possible, **in addition this applies to the workplace in areas such as canteens (unless sitting at a table eating/drinking) and in corridors** and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in shops”.

In the workplace we are adopting the social distancing guidelines however LLD also state it is **mandatory** in line with government advice to wear face masks when on site and walking around the site in both Bellshill and Dundee, face coverings can be removed when working in offices **ONLY** if you are protected by sneeze screens while sitting at your desk. LLD has provided all staff with reusable/washable face masks and we also have a stock of disposable face masks for employees and visitors to use when on site, see guidance below for how to wear face masks.

Face coverings do not replace social distancing. LLD are asking employees to wear coverings when moving around the site either in Bellshill or Dundee. To be effective, face masks must be worn correctly, changed frequently, removed properly, disposed of safely and used in combination with good universal hygiene behaviour.

Some examples of when to wear a face mask

- ▼ Entering and leaving site
- ▼ If working behind a sneeze screen then you leave to go to kitchen, a mask must be worn
- ▼ If handing something to a different department a mask must be worn
- ▼ Working in the warehouse a mask must be worn due to not being protected by a sneeze screen
- ▼ Standing at the de-brief counter when there is more than 1 person and social distancing cannot be maintained

Obviously it goes without saying that we would be encouraging masks to be worn all the times but the above is the minimum we would be insisting on.

We have masks for visitors at each of the door locations so please direct visitors to use them.

All employees are reminded that customer’s site rules may differ, and face coverings may be mandatory at their site, if advised at customers premises you must follow their site rules at all times.

	
Disposable Face Covering	Cloth Reusable Face Covering
<p style="text-align: center;"><u>How to Use</u></p> <p style="text-align: center;">Keep Skin dry</p> <p style="text-align: center;">With white side face facing bridge the nose on the top</p> <p style="text-align: center;">Hang ear rope around both ears adjust until even</p> <p style="text-align: center;">Spread the size of mask up and down to ensure both nose and mouth is covered</p>	<p style="text-align: center;"><u>How to Use</u></p> <p style="text-align: center;">Hold face mask with nosepiece at fingertips, allowing straps to hang freely</p> <p style="text-align: center;">Press firmly against your face with nosepiece on bridge of nose</p> <p style="text-align: center;">Hang straps around both ears adjust until even</p> <p style="text-align: center;">Using both hands mould in to shape of your nose</p> <p style="text-align: center;">Ensure both nose and mouth is covered</p>
Dispose of safely after each use	Washable at 60°

2.8.2 Face shields

LLD have purchased face shields and we are recommending they are worn for jobs that require people to meet other people outside of the LLD workforce, therefore outside of the LLD bubble. For example the warehouse who get paperwork from a 3rd party driver or a driver who has to go into a collection or delivery point.

The shields do not cover your face fully but can help prevent the face from droplets, saliva etc. As they do not cover your face fully, additional protection by wearing a face covering will help. You must wear a face covering under the face shield to protect yourself and others.

This is not to be used whilst driving and instead should be used when the social distancing of 2 metres can't be met, for example when you need to hand paperwork to someone or to hand over keys etc.



2.8.2.1 The first time you use, you need to take the top film off.

- ▼ Place your hand on one of the top corners and ensure the back of the corner is secure with your hand at the back of the corner
- ▼ Use one of your finger nails and scrape the very top of the corner, this should start to peel the film off
- ▼ Once this is done turn the shield over
- ▼ At the top of the shield under the strap peel off the white paper
- ▼ Ensure the strap does not touch the sticky part
- ▼ Place the foam on the largest area against the sticky section
- ▼ Press the foam down firmly so that the foam does not come off

2.8.2.2 To use:

- ▼ Ensure the mask has been labelled with your name
- ▼ Ensure there is no film on (you'll know if the film is on it if the view is a bit foggy)
- ▼ Place on top of forehead
- ▼ Clean regularly when in use especially each time it's been removed. LLD recommends cleaning your hands at least once every 2 hours so it would be a good idea to clean the shield at the same time
- ▼ To clean, use an antibacterial wipe or spray and then wipe dry with blue roll
- ▼ When not in use, store in a safe place, free from the risk of contamination

2.8.3 Gloves

- ▼ LLD have provided gloves at both sites
- ▼ Drivers have been issued with own box and when you are close to running out, please get more from on duty Supervisor
- ▼ Boxes of gloves available in the Depot for all other staff
- ▼ The gloves are to be used in high risk areas such as going into delivery point handling paperwork between people etc. and then to be thrown away
- ▼ They are not to be used for wearing one set all day long
- ▼ If you wear the same pair of gloves all day then you are risking it being spread around things you are touching.
- ▼ As a reminder, there is nothing more effective than using soap and water when cleaning your hands so wherever possible always go and wash your hands when stopping at delivery points. If you are told at any collection/delivery point that you can't use the toilets or wash facilities, please report this so that we can speak to the Company as this is against HSE guidelines. If for some reason you can't use soap and water then hand sanitiser is the next best thing but where possible always go for soap and water in the first instance

2.9 Wellbeing and mental health

LLD recognise this is a stressful and uncertain time. It is recognised that not everyone copes the same way and that there is a tendency in the transport industry to be expected to cope with a large amount of pressure given the ever changing and challenging circumstances that we operate to which are often met with large amounts of variables.

We would encourage you to speak to people if you are finding this situation overwhelming. Please speak to your colleagues, line managers, member of the HR department or if you'd prefer there are also external services. The Samaritans are talking calls 24-7 on 116 123.

If you are on furlough, your line manager will try to keep in regular contact. Even if you are not at work please continue to speak to your line manager and colleagues.

Aldi have recommended a website to us to help our employees deal with the pressures of Covid-19, focussing on mental wellbeing. www.mentalhealth.org.uk. There is a tab at the top of the page 'Covid-19 Resources' which is filled with lots of different resources for mental wellbeing, including Podcasts and coping mechanisms. They touch on all things from loneliness, financial struggles, coping with working from home in general and lots more so please feel free to have a look.

3 Issues common to depot based staff

3.1 Cleanliness

- ▼ At the Depots you have access 24/7 to handwashing facilities. Please ensure you follow the 2 hourly auto assist and go and clean your hands every 2 hours for 20 seconds each time
- ▼ We recommend cleaning your work station at least once every 6 hours if it just you using the work station. If there are other people using your work station clean each time someone new uses it.

3.2 Ventilation

- ▼ Good ventilation is encouraged to help reduce the risk of spreading coronavirus
- ▼ When it's possible it's good to open windows and let fresh air in
- ▼ Fans pointing at people should not be used
- ▼ The risk of air conditioning spreading coronavirus is extremely low
- ▼ Use of air conditioning is extremely low risk in spreading Coronavirus, if being used it's recommended to turn off recirculation and use fresh air supply
If it's really warm weather, ensure blinds are kept close to keep sunlight out and open windows at night to cool the air down

4 Issues common to staff meeting people outside LLD workforce (mainly delivery and warehouse)

4.1 Social distancing

- ▼ Meeting people outside of the 'LLD bubble' is considered a higher risk than being with the same people day in day out. As you do outside of work life, at shops etc. try to maintain the 2 metre social distancing guidelines.
- ▼ Where this isn't possible, use the face shield provided, clean your hands after being within 2 metres of someone

5 Issues common to delivery staff

5.1 How to protect yourself while out on the road

- ▼ Use the face shield / face masks provided when going into delivery points
- ▼ Clean your cab thoroughly when starting your shift ensuring the high risk areas are disinfected using your personal cleaning kit which has been provided. This includes disinfecting steering wheel, door handles, seat, radio etc.
- ▼ LLD would suggest regularly wiping down the surfaces of the vehicle throughout your shift. If you are a distance driver and it's only been you in cab you will need to do this less frequently compared to a multi-drop driver. It's suggested cleaning at regular intervals if you've been in an out of the lorry
- ▼ Use the bin bags provided to clear your wipes and gloves away
- ▼ If you have to hand over paperwork etc. you can use the gloves provided and then throw them away
- ▼ If you have any concerns with any sites you are visiting, report to the on duty Depot Supervisor

5.1.1 Drivers cleaning kit

- ▼ Ensure you have plenty of your personal cleaning kit with you which include hand sanitiser, tissues, gloves, wipes and bin bags
- ▼ If you are running low on any product from your kit or you want any other items included in your kit, please speak to the on duty Depot Supervisor

5.1.2 **Double manning**

We are trying to reduce as much as possible the needed for double manning. There is some Health & Safety Executive guidance on how to do this safely.

It is unlikely to be possible to maintain the recommended 2 metre distance in a vehicle cab, so ideally there should be only one person in the cab. Public Health England (PHE) has approved the following guidance note, issued by the Department for Transport (DfT):

- ▼ Where it is not possible, workers should keep the window open for ventilation and they should be careful to avoid touching their face at all times. (LLD recommends it's better to not use air conditioning and instead to keep windows open, if this isn't possible use fresh air function rather than the air circulating function) Facing away from each other may help to reduce the risk of transmission. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible **and always wear a face covering**. They should wash their hands with soap and water for 20 seconds or longer before getting into, or after getting out of, the vehicle, or use hand sanitiser
- ▼ Remind staff to catch coughs and sneezes in tissues. Provide hand sanitiser and tissues for staff, and encourage them to use them
- ▼ As far as possible, where staff are split into teams, fix these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals. Keep teams as small as possible. Spread out standard processes, so that only one team is needed to complete a task at a given time
- ▼ Staff should still be advised to keep 2 metres apart as much as possible. Staff who are unwell with symptoms of coronavirus (COVID-19) should not be working. Staff who are in a vulnerable group should be supported to follow social distancing guidance. Staff who are in an extremely vulnerable group should be shielded and supported to stay at home

If you have concerns around double manning, please speak to on duty Depot Supervisor or submit concern on a C&C slip.

5.2 **Accessing toilets at delivery sites**

- ▼ The HSE have been very clear on the guidance that drivers should continue to be allowing access to welfare facilities
- ▼ If you are at a site and this isn't happening, please report this immediately to the on duty Supervisor
- ▼ You should not be afraid to report this due to it compromising LLD's relationships with customers but instead, LLD want to work with customers and delivery points to continue to provide a good service and the rules on this are very clear so LLD have no objection raising this to Companies who are not following the guidelines
- ▼ LLD have printed letters from the HSE and Scottish Government and these letters can be found in appendix 3
- ▼ LLD suggest that drivers carry these letter with them if there is an issue with accessing welfare facilities but also remember to report to on duty Supervisor so they are aware of the issue

6 **Issues common to warehouse staff**

- ▼ As per guidance in this handout, LLD would recommend wearing the face covering
- ▼ The cleaning auto assists come out every 6 hours for the warehouse to clean the high risk areas
- ▼ Ensure drivers aren't congregating in safe standing area and if needed, spread people out using the 'overspill' standing area
- ▼ We want to continue turning vehicles around as quickly as possible to provide the best service but also to reduce people in the Depot
- ▼ Treat visitors well who come on to our site. They should be accessing the toilets etc.
- ▼ Utilise the hand sanitiser station and ask visiting drivers to use this
- ▼ It is important to wipe down equipment before using it. If you are getting on a pallet truck, disinfect it before you start working
- ▼ Please follow the guidance in the all staff section regarding gloves

7 **Issues common to office staff**

- ▼ Please follow cleaning task list in place which comes out regularly
- ▼ You should be cleaning your work station, high risk areas such as light switches, desks, printers, counters, sneeze screens etc.
- ▼ You must always be cleaning your work station before commencing work
- ▼ LLD are asking people to avoid swapping desks known as hot desking. If you need to use a desk that someone else has just used, then please clean it before use
- ▼ If you see people congregating in the Depots/offices, please report this to your Supervisor so this can immediately be stopped

8 **Issues common to yard staff**

- ▼ It could be said there are reduced risks of spreading Coronavirus by being outside because of the better ventilation but don't let this make you become complacent, continue to follow the guidance in particular social distancing, keeping hands clean and avoiding touching eyes and mouth

9 **Issues common to team leaders, supervisors and Managers**

- ▼ It is your responsibility to ensure your team are complying with the guidelines set out by LLD
- ▼ If you see other teams not following this, please immediately stop the actions happening and report to the line manager
- ▼ You should maintain regular contact with furloughed staff members during this time
- ▼ Ensure absence and return to questions are completed every time using the bells and whistles
- ▼ Set an example, don't be complacent
- ▼ Each week review your Manager checklist - see example on appendix 4 and ask yourself, are all the rules being followed, could anything be done differently
- ▼ Make use of staggering start, end and break times to reduce gatherings
- ▼ Keep shifts in clusters to avoid lots of people working with other people, keep people in bubbles
- ▼ Make sure the cleaning tasks are being completed to a high standard

10 **Issues common to first aiders**

LLD have taken guidance from St John's Ambulance Service. Please see info below from their website.
<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

For additional control measure LLD has a First Aider Additional PPE Kit which is located within the defibrillator box at each depot. The use of all contents is strictly for single use only and must be discarded safely following use.

Always wash your hands with soap and water or an alcohol-based hand sanitiser as soon as possible before and after providing any first aid treatment.

See Appendix 5 First Aiders CPR What to do in the event CPR is required and how to protect yourself and others from COVID-19.

10.1 **Be aware of the risks to yourself and others**

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.

10.2 **Keep yourself safe**

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. The Resuscitation Council (UK) provides some useful advice of how to keep you safe when providing CPR. You can read their full advice on their website.

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

10.3 **Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.**

- ▼ Wear gloves or cover hands when dealing with open wounds
- ▼ Cover cuts and grazes on your hands with waterproof dressing
- ▼ Dispose of all waste safely
- ▼ Do not touch a wound with your bare hand
- ▼ Do not touch any part of a dressing that will come in contact with a wound
- ▼ Wear Additional PPE when required

10.4 **Give early treatment**

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

10.5 Keep yourself informed and updated

As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

10.6 Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

11 Issues common to visitors

- ▼ Avoid visitors coming onto site unless necessary
- ▼ Ensure visitors are given access to welfare facilities including being able to wash hands, use toilet etc.
- ▼ Notices at main entrances advising persons not to enter if they have any symptoms of Covid-19

12 Issues common to vulnerable employees

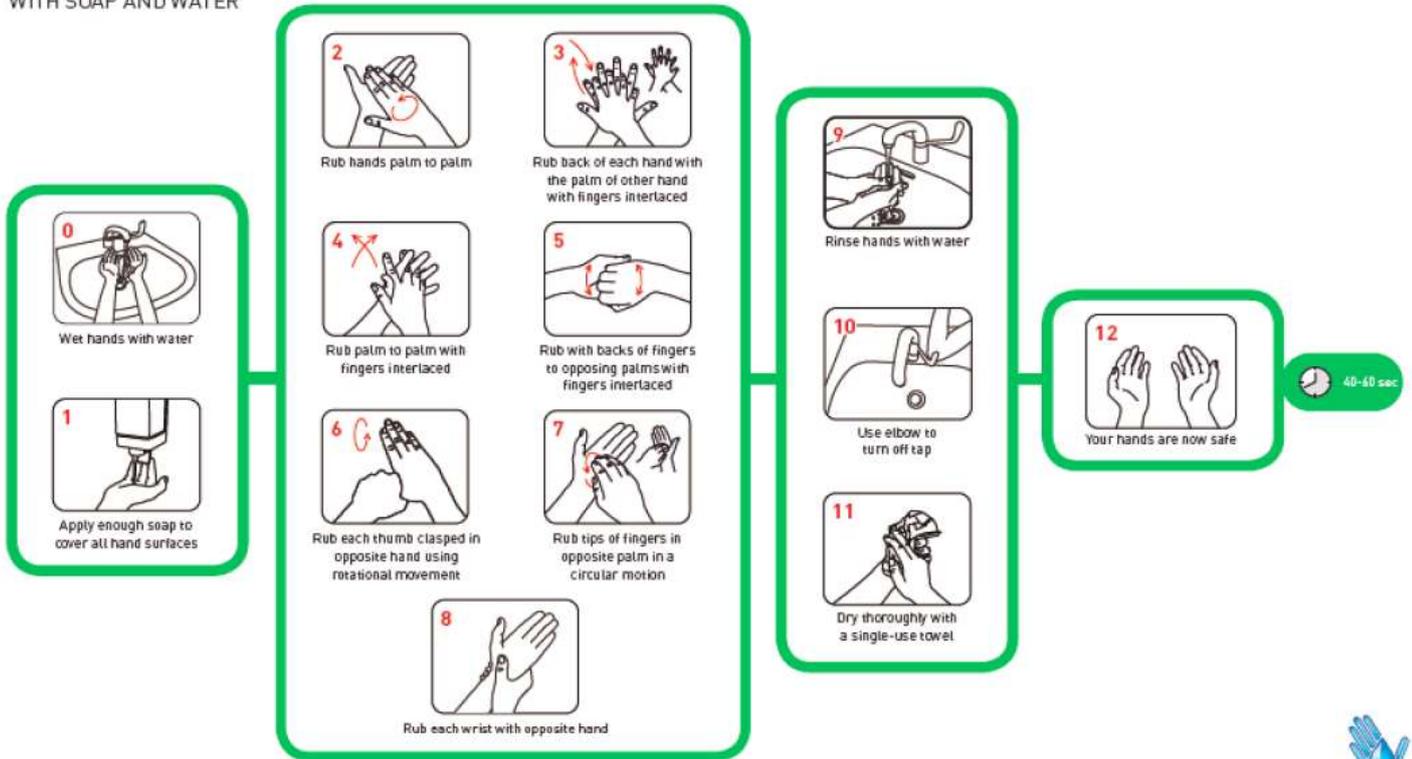
LLD appreciate this is a very worrying time for all, especially if you have been identified as a vulnerable person. LLD will do all they can to support you during this time. If you have been advised to shield by NHS or Doctor, please submit a copy of the letter to your line manager and they will advise of the next step. The support at the time of writing would be to consider furlough if there is no available work. If work can be undertaken, it may be appropriate to receive Statutory Sick Pay instead.

Shielding employees will be required to complete a Health Review to form part of this risk assessment to identify any additional individual controls prior to returning to work.

HAND CLEANING **TECHNIQUES**

How to handwash?

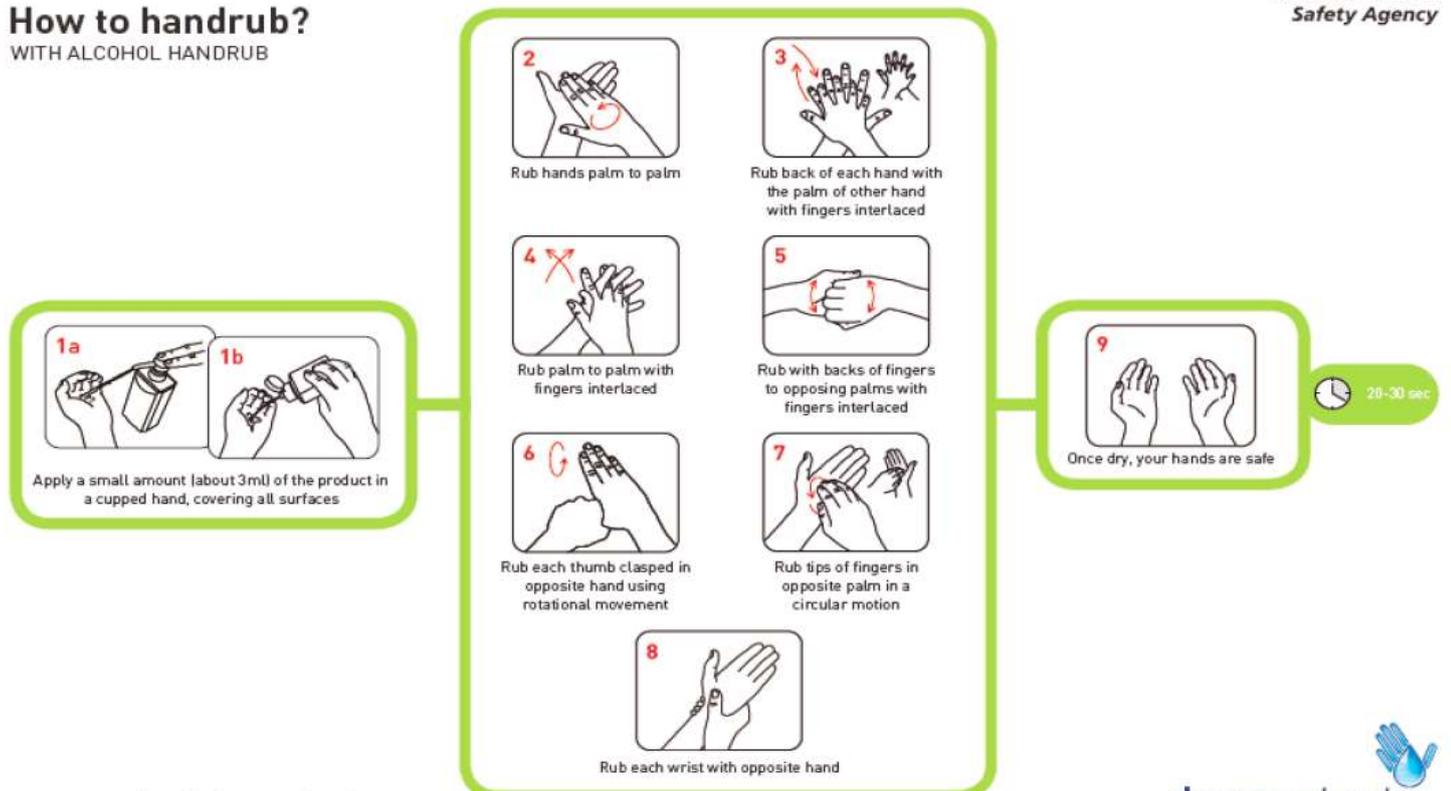
WITH SOAP AND WATER



HAND CLEANING **TECHNIQUES**

How to handrub?

WITH ALCOHOL HANDRUB



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization *Guidelines on Hand Hygiene in Health Care*

1		<p>ALWAYS WASH YOUR HANDS WITH SOAP AND WATER BEFORE PUTTING ON AND REMOVING A MASK.</p>
2		<p>MAKE SURE THE MASK IS COMPLETELY COVERING YOUR NOSE, MOUTH, AND CHIN, WITH THE COLORED SIDE FACING OUT.</p>
3		<p>PINCH THE MASK AT THE BRIDGE OF YOUR NOSE TO KEEP IT SECURE.</p>
4		<p>TO REMOVE A USED MASK, HOLD ONLY THE EAR LOOPS AND LIFT AWAY FROM YOUR FACE.</p>
5		<p>CHANGE AND DISPOSE OF YOUR MASK IF IT BECOMES SOILED OR WET.</p>
6		<p>WASH YOUR HANDS WITH SOAP AND WATER AFTER DISPOSING THE USED MASK IN A DESIGNATED PPE TRASH CAN.</p>



Arrangements for driver welfare and hours of work: coronavirus (COVID-19)

Driver access to welfare facilities

All drivers must have access to welfare facilities in the premises they visit as part of their work.

We are hearing reports that some drivers are not being allowed to use welfare facilities when they deliver. Preventing access is against the law, equally it's not the sensible thing to do.

Those who already provide reasonable access to toilets and handwashing facilities should continue to do so.

With the latest advice for hands to be washed regularly, failure to allow access to welfare facilities may increase the risk of the COVID-19 infection spreading.

Temporary and limited relaxation of drivers' hours rules

The Department for Transport (DfT) have announced that there will be a temporary and limited relaxation of the enforcement of drivers' hours rules in England, Scotland, and Wales for the drivers of vehicles involved in the delivery of:

- food
- non-food (personal care and household paper and cleaning)
- over the counter pharmaceuticals

We are clear that driver safety must not be compromised, and they should not be expected to drive whilst tired. Employers remain responsible for the health and safety of their employees, other road users, and anyone involved in loading and unloading vehicles. These arrangements may change during this time.

See also

- [Temporary relaxation of the EU drivers' hours rules^{\[1\]}](#)
- [COVID-19-guidance on freight transport^{\[2\]}](#)

Link URLs in this page

1. Temporary relaxation of the EU drivers' hours rules
<https://www.gov.uk/government/publications/temporary-relaxation-of-the-enforcement-of-eu-drivers-hours-rules>
2. COVID-19-guidance on freight transport
<https://www.gov.uk/government/publications/covid-19-guidance-on-freight-transport>

Is this page useful? [Yes](#) [No](#)

Cabinet Secretary for Transport, Infrastructure and
Connectivity
Michael Matheson MSP



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02 April 2020

To whom it may concern,

Usage of Toilet and Handwashing Facilities by Freight Drivers

You will be aware of current health advice that, to combat the current Coronavirus (COVID-19) emergency, everyone should wash their hands regularly. I have been disappointed to learn that a number of freight drivers have experienced challenges regarding the use of toilet facilities when picking up or dropping off goods and when refuelling.

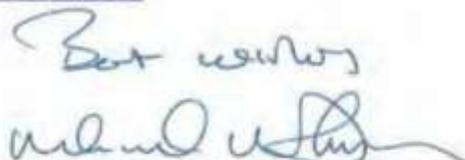
This letter is to confirm that there is no public health reason to deny access to toilet facilities to freight drivers (or others) who do not have COVID-19 symptoms of cough or high temperature. At this time, it is particularly important that everyone increases the frequency of hand washing, so access to toilet facilities is particularly important. The freight industry in Scotland is vital to our efforts to mitigate the impact of COVID-19 on all businesses and individuals in Scotland.

Please facilitate freight drivers and others to continue to access toilet facilities and handwashing facilities.

This letter has been provided to the Road Haulage Association for onward distribution to its members and regional distribution centres.

I thank you for your support as we work together to ensure that everyone in Scotland is able to take necessary precautions to combat the COVID-19 emergency.

For all up-to-date information regarding coronavirus (COVID-19) please see:
<https://www.gov.scot/coronavirus-covid-19/>


MICHAEL MATHESON

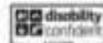
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17 Appendix 4 – Manager checklist

Check	Yes or No	Action taken
Hygiene		
Have all your staff been following the washing hands auto assists?		
Have the cleaning tasks been completed to a high standard?		
Have the cleaning auto assists been replied to?		
Do you have sufficient stocks of cleaning products.		
Are bins emptied regularly and not overflowing?		
PPE		
Does your department have sufficient stocks of <ul style="list-style-type: none"> • hand sanitiser • disposable face masks • disposable gloves 		
Where hand sanitising & face covering stations are fitted are they working and is there sufficient stock <ul style="list-style-type: none"> • Hand sanitiser gel • Disposable face masks 		
Have all staff received and signed for the re-usable washable face covering		
Are all staff/visitors wearing face coverings when moving around site? If any breaches have they been asked to put on face mask and have you followed this up with an email to their line manager?		
If you require any further stock, please speak to HR/Compliance		
Signage		
Review all signage in your area is it intact, is it up to date?		
Social Distancing		
Have you noticed any congregating issues? If Yes have the individuals been asked to adhere to social distancing and have you followed this up with an email to their line manager		
Have you noticed any social distancing issues in any other department such as rest area, sitting at non available desks If Yes have the individuals been asked to adhere to social distancing and have you followed this up with an email to their line manager		
Staffing		
Are you operating with the minimal number and essential staff only?		
Where possible review your team working arrangements, Start Finish times, working from home, breaks etc.		
Have you been in regular contact with people working at home?		
Have all staff working from home completed a Home Worker Risk Assessment?		
Has any changes occurred to your staff's home working arrangements such as change in equipment if yes, has the Home Worker Risk Assessment been updated?		
Have you been in regular contact with people		

on furlough?		
Do you have staff working in same clusters? If Yes how has this been resolved?		
If anyone relying on public transport? Do they have any concerns / issues getting to work (it is against guidance for car sharing)		
Are start times and breaks well spread out?		
Have holidays been reviewed and is staff encouraged to take their holidays which are available to reduce amount of persons on site		
Other		
Has any of your team raised any concerns? Have these concerns been documented on C&C and actioned?		
Is there anything that could be improved within your department?		
Is there anything that could be improved within the depot?		
Have you encouraged staff to feedback and concerns? If any raised have these been documented on C&C and actioned?		

Date _____ Completed by _____

18 Appendix 5 – First Aiders CPR What to do

First Aiders duties during COVID-19

- ▼ Try to assist from a safe distance from the casualty to minimise the time you share within breathing zone
- ▼ If casualty is capable, ask them to do things for you, REMEMBER treating the casualty must be your first concern
- ▼ Only deliver CPR, by chest compressions and use a defibrillator – do not do rescue breaths

Always protect yourself by using PPE from the Additional PPE Covid-19 Kit prior to commencing CPR.

- ▼ Surgical Mask – ensure mask is fitted securely covering your mouth and nose
- ▼ Disposable Gloves –wear gloves to protect your hands
- ▼ Eye Protection –wear safety glasses to protect droplets in your eyes
- ▼ Apron – wear apron to protect your clothing from the potential bodily fluid
- ▼ Cloth / Face Covering – place over casualties mouth and nose to prevent droplets infecting you

After delivering First Aid

Ensure you safely discard of any disposable items and clean re-usable ones thoroughly

Wash your hands with soap and water or an alcohol-based hand sanitiser as soon as possible

CPR Guidance from St John’s Ambulance Service

1 If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- Ask your helper to **put the phone on speaker and hold it out towards you, so they can maintain a 2m distance.**
- If you are on your own, use the hands free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself! The ambulance will bring one.

2 Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

3 Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one to two minutes, with minimal interruptions in chest compressions)
- a defibrillator is ready to be used.

4 If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Whenever possible, the helper should keep a distance of 2m.**

5 If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.

19. Appendix 6 Coronavirus what to do

1 Introduction

LLD have designed this sheet to try and help employees to understand what to do. Speak to your Manager if you have any concerns. This is correct at the time of writing; always check with the NHS website for the most up to date information.

2 Scenarios

See scenarios on the other side of this page as to what you should do in each scenario

3 Symptoms of Coronavirus

- ▼ Continuous Cough
- ▼ Fever/high temperature (37.8C or greater)
- ▼ Loss of, or change in, sense of smell or taste

Do you have a:-

- ▼ New continuous cough (this means you've started coughing that's lasted 1 hour, have has 3 or more episodes of coughing in 24 hours or coughing more than usual)
- ▼ High temperature (you feel hot to touch on your chest or back)
- ▼ Loss or change in smell or taste? (this means you noticed you cannot smell or taste anything)

Get a Test if you have symptoms this needs to be done in the first 5 days

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

You do not need to contact your GP, Pharmacist or hospital unless you are:-

- ▼ Needing advice - Contact NHS 111 online for any advice in the first instance before calling 111
- ▼ Self Isolating – Contact NHS online and get an isolation note (<https://111.nhs.uk/isolation-note/>)
- ▼ Your symptoms worsen – Seek medical advice from your NHS 111 online, if help not available online call NHS 111 or contact Emergency Services

Contact your Manager / Supervisor or HR if you are unsure what you should do

4 How to Self-Isolate

- ▼ Do not leave your home for any reason (work, school or public places)
- ▼ Do not use public transport or use taxis
- ▼ Do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your door
- ▼ Do not have visitors to your home, including friends and family – except for people providing essential care
- ▼ Do not go out to exercise – exercise at home or in your garden, if you have one

5 Close Contact with people

Tell your Manager about anyone you have been in close contact with in the past 48 hours that you have symptoms and may have coronavirus

Example of close contact

- ▼ close face to face contact (under 1 meter) for any length of time – including talking to them or coughing on them
- ▼ being within 1 to 2 meters of each other for more than 15 minutes – including travelling in a small vehicle
- ▼ spending lots of time in your home, such as cleaning it

Scenario	What you need to do	When you can come back to work
Your absence is another illness preventing you from working (Not Coronavirus related)	Contact your Manager / Supervisor and report your absence following normal LLD absence procedure	When you are fit to return to work, contact your line manager to advise you are able to come back to work
You have Covid symptoms	Self-isolate and arrange a test. Stay at home until you get the results	Follow the positive/negative/unclear scenarios
You had an unclear result		
You still have any symptoms after 10 day's <ul style="list-style-type: none"> • High Temperature • Runny Nose or Sneezing • Feeling or being sick • Diarrhoea 		
You still have diarrhoea or being sick after 10 day's	Continue to self-isolate When you no longer have symptoms for 48 hours you can return to work	
You still have a cough or changes to smell or taste		
You have had a test and it is positive but not had any symptoms	Self-isolate following the NHS rules for 10 Days from the date of the test. Submit text from NHS to line manager	When you no longer have symptoms for 48 hours after the isolation period
You have had a test and it is negative	Submit text to line manager and check the criteria in next box to see when you can come back to work	You can return to your normal routine if <ul style="list-style-type: none"> • everyone in your household with symptoms receives a negative test result too • you are well enough and have not had a fever for 48 hours You cannot return to work if <ul style="list-style-type: none"> • You have been told you are a close contact by the Test & Protect Scotland / Track and Trace England)
You live with someone with symptoms	Self-isolate and arrange test. Stay at home until you get the results	Follow the positive/negative/unclear scenarios
You live with someone or in a support bubble who has tested positive but has not had any symptoms		
You live with someone or in a support bubble who has tested positive and has symptoms		
You have been contacted by (contacted by Test & Protect Scotland / Track and Trace England)		
You have seen on social media/heard from someone you have been at a venue with someone who has tested positive that you have been in contact with		
You have been or intending to travel abroad	LLD advised you not to travel abroad while the quarantining is so unclear. If you are going, inform your manager and/or supervisor of your intended travel plans this allows them to help you on your return in the event the list is updated and you need to self-isolate in line with government guidelines	Follow Government guidelines on quarantining.
I think my child has coronavirus or has been in contact with someone	Self-isolate and arrange test. Stay at home until you get the result	Follow the positive/negative/unclear scenarios
If you get symptoms again		

6 Risk Assessment

Risk / Task Assessment	Covid-19 and Coronavirus		Revision	6
Assessed By:	Claire Logan		Date	26th May 2020
Task / Activity	<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This Risk Assessment identifies the current Covid-19 situation within LLD workplace to reduce the risks and spread of the virus.</p> <p>LLD takes advice from the government on anything relating to Covid-19 / Coronavirus at the following link https://www.gov.uk/coronavirus</p>		Location	Bellshill / Dundee
			Number of Operatives	250+
Who Might be harmed	Employees, Visitors, Contractors, Members of Public, Vulnerable Groups, Elderly, Expectant Mothers, Persons with existing / underlying medical conditions, anyone else who comes in to contact with LLD business or companies LLD attends			
Hazard	Controls Measures	Additional Control Measures / Actions	Responsibility for Action	Completed
Spread of Covid-19 Coronavirus	<p>Hand Washing/Personal Hygiene</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Auto Assist every 2 hours sent to remind staff to wash hands • Hand washing guidance/signage in place • Drying of hands with hand dryers / disposable blue roll. • Hand gel sanitisers issued in areas where washing facilities not readily available • Drivers issued personal hygiene kit including own hand sanitiser, wipes, tissues and gloves • Tissues available in each depot and individual packs issued to drivers • Staff advised to follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands 			
	<p>Cleaning</p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, • Cleaning task list in place for all departments covering their own areas and communal areas • Auto Assist every 4 hours sent to remind staff to clean own work area with follow up emails from departments to confirm completed • Vehicle cleaning companies focus on cleaning cabs rather than outside of vehicles to maintain hygiene within cabs • LLD employs cleaners to maintain hygiene within depots. • LLD employs outside cleaning contractor to do additional cleaning when LLD cleaners are not working • Drivers given their own cleaning pack including gloves, wipes, bin bags and hand sanitiser and will clean cab at beginning and end of every shift 			

<p>Social Distancing</p> <p>This means spending more than 15 minutes within two metres of an infected person, such as talking to someone, by maintaining Social Distancing the risk of spread is reduced</p> <ul style="list-style-type: none"> • Social Distancing by reducing the number of people in any work area to comply with the 2-metre gap • Signage in place to advise of 2-meter gap • Floor marking, where appropriate, in place to highlight 2-meter gap • Steps taken to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks if necessary. Same teams working together to avoid different people and clusters on shift patterns, Shielding vulnerable persons such as expectant mothers, persons with existing/underlying medical conditions • Spreading staff out to unused offices/meeting rooms to reduce numbers in smaller offices • Home working in place if work can be carried out at home • Minimising meetings where possible and using video conferencing • Social distancing also to be adhered to in canteen area and smoking area signage in place and canteen seats separated by some being cordoned off • Sneeze screens in place between desks, debrief counter, canteen area • Social Distancing when training staff to be carried out via Team Viewer or Zoom Meetings, where this is not possible use sneeze screens and Face Coverings to be worn, training time to be kept to a minimum, all training equipment/materials to be sanitised before and after use – If at an external training supplier staff must follow any guidance set out by them • Double manning not carried out unless absolutely necessarily and double manning guidelines if it can't be avoided 	<p>Managers to check and be aware of social distancing to enforce this rule – checklist to be put in place for assessing how well this is being done</p>	<p>Claire to set up auto assist for checklist to be sent to Managers</p>	<p>Completed</p>
<p>When to wear face coverings (Face Masks / Visors)</p> <ul style="list-style-type: none"> • Face shields and masks have been purchased for any member of LLD staff to wear, LLD recognises that face masks are mandatory at their sites when moving around the depot due to current control measures outlined in this Plan and Risk Assessment such as Social Distancing, Sneeze Screens, Personal Hygiene etc. and LLD recommends employees to wear face coverings as per guidance from the government: • Mandatory at both Bellshill and Dundee Sites (see examples under face covering above) it noted this is a minimum and advise employees to wear at all times. • Employees identified with health conditions and cannot wear a face covering at all times will adhere to social distancing rules and a copy will remain on their personnel file • Mandatory as per government advice such as on public transport, in shops, enclosed spaces or anywhere social distancing is not possible etc (Refer to website at bottom of this section for full list) • Mandatory within LLD Depots where Social Distancing is not possible, especially for longer periods of time with persons around 15 minutes or over. Employees / visitors must continually review and follow social distancing guidelines • Recommended when coming into contact with people outside of LLD to wear face mask/shield particularly warehouse, drivers and visitors where sneeze screens are not implemented • Face Masks / Visors purchased for protection against spread of Coronavirus does not do not form part of LLD PPE range for higher risk work activities such as protection against dust, respiratory etc. If in any doubt the user must refer to LLD Procedures / Risk Assessments and seek assistance from Supervisor. • (Source https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) 	<p>All Persons must continually review and follow social distancing and wear face coverings</p> <p>Users must use PPE for higher risk work activities</p>	<p>Managers to monitor and enforce use of face coverings where social distancing is not being maintained</p> <p>Employees to follow procedures and Line Managers to monitor</p>	
<p>PPE</p> <ul style="list-style-type: none"> • The use of PPE (personal protective equipment) to protect against spread of COVID- 19 relates to health care settings. In all other settings individuals are asked to • observe social distancing measures and practice good hand hygiene behaviours • Disposable gloves are available at each depot for frequent use and safe disposal after use • Additional First Aid COVID-19 PPE kit located within Defibrillator box at each depot 			

<p>Air Conditioning</p> <ul style="list-style-type: none"> The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as LLD has adequate supply of fresh air within the depots by way of window/doors. LLD air con does not take air from one room to another and each unit circulates its own air from own room (A/C Split System) (confirmed by Clyde refrigeration) Rooms with air con are well ventilated with appropriate fresh air circulation (Source https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) 			
<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough, a high temperature, loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. Absence reporting updated to include Covid-19 questions to identify if anyone has Covid-19 including members of family they come into contact with for self-isolation purposes Posters on doors advising not to enter if feeling unwell with Covid-19 symptoms 			
<p>Drivers</p> <ul style="list-style-type: none"> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm letters issued to drivers to advise them of this Reduced double manning to only when it is unavoidable and info on how to do this safely given to all staff such as opening the windows and always wear face coverings 			
<p>Warehouse</p> <ul style="list-style-type: none"> Loading / Unloading face coverings must always be worn Containers – Only 1 person permitted at any one time due to space to carry out tasks in the rear of the container (Manager will where appropriate implement a rotation of staff to complete any tasks which may last for a long period of time to reduce manual handling risks) 	<p>Line Manager must supervise and implement staff rotation</p>		
<p>Canteen</p> <ul style="list-style-type: none"> Due to social distancing not being maintained in rest area, sneeze screens have been put in place between the benches and areas are cordoned off where persons are not permitted to sit, seating is staggered and only 4 persons permitted in area at any one time 	<p>Managers to monitor and report any breaches</p>		
<p>Staff & Visitors Notices</p> <ul style="list-style-type: none"> Notices at main entrances advising persons not to enter if they have any symptoms of Covid-19 Coronavirus signage in place Welfare facilities provided to wash hands, use toilet etc. 			
<p>Mental Health & Wellbeing</p> <ul style="list-style-type: none"> Staff given Coronavirus plan which has detailed plans on reducing risk of the spread Info in Coronavirus plan encouraging staff to talk to colleagues, line managers or HR. External services to contact included in plan – Samaritans Management communicating via letters to all employees providing updates on the business and Line managers to keep in touch with staff on furlough and shielded employees 			
<p>Vulnerable Workers</p> <ul style="list-style-type: none"> Shielding employees will receive a health review on return to work to identify any potential issues and implement any additional needs such as working pattern, personal concerns etc. Line Managers will monitor return to work Copy of this plan is issued via work e-mail and personal email and all are advised to refer to the plan and risk assessment outlined within the plan Health reviews carried out with staff who have been identified as vulnerable workers and may be exempt from wearing a face covering this is documented and kept on personnel file 	<p>Employees to complete health review and advise of any concern re returning to work</p>	<p>Managers to monitor employees return to work progress and implement any concerns raised by employee where practicable</p>	

	HSE Reporting <ul style="list-style-type: none"> It is noted that LLD will follow RIDDOR reporting as outlined by the HSE guidance https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm 			
Date:	26th May 2020 Reviewed on 26th June 2020 Reviewed 4 th August 2020 Reviewed 19 th August 2020 Reviewed 08 th September 2020 Reviewed 18 th September 2020 Reviewed 6 th October 2020 Revised 19 th October 2020 Revised 06 th January 2021	Print Name	Claire Logan	