

## **COVID-19 EMERGENCY RESPONSE PLAN**

### **Situation – Covid-19 Positive Cases**

**Location:** Any Europa Location

### **Business Continuity Team**

1. Andrew Baxter – Managing Director
2. Carl Potter – Central Services Director and Business Continuity Coordinator
3. Chris Mitchell – Head of IT
4. Paul Hinchley – Head of Software Development
5. Dan Cook – Operations Director
6. Dionne Redpath – Sales and Branch Network Director
7. Angus Hind – Air and Sea Director
8. Adam McBride – Finance Director
9. Maria Torrent-March – Logistics Director
10. Graham Dezelsky – Head of Operations
11. Alec Kirkbride – Head of Property and Facilities
12. Elaine Robertson – Head of HR
13. Malcolm Castle – General Manager – Transport
14. Harvinder Virdee – Principal Health and Safety Adviser

The Business Continuity Team was convened in March 2020 in the light of the Government's predictions on the spread of Covid-19 within the UK population as part of a Global Pandemic.

Carl Potter assembled the Team to agree Europa's response to the pandemic in terms of the safety of Europa's staff, balanced with the need to continue operations to ensure the continuity and protection of the business. This included the clear allocation of responsibilities to team members. The Team has been working non-stop since then, taking account of Government advice as it evolved.

### **Emergency Response Plan in relation to confirmed cases of Covid-19 in the workplace**

## **1. Risk Assessment**

We have carried out a risk assessment to make sure we keep employees and other people on our sites safe when opening during coronavirus (COVID-19), and all identified measures have been taken. The Risk Assessment takes full account of the Government Guidelines on Working Safely within Warehouses and Offices. We have considered the security implications of any decisions and control measures put in place. We have consulted with our employees on the completion of this. We have shared the results of our risk assessments with our workforce by displaying it prominently on our website.

Amongst the many initiatives we have taken in our response to keep employees and visitors safe we have:

- minimised the number of people on site.
- carried out daily temperature checks on all staff and visitors entering a site.
- provided anti-bacterial and sanitising dispensers in all location.
- implemented as many social distancing measures as possible.
- made sure on-site employees can identify symptoms.
- told workers with symptoms to quarantine immediately and to arrange for an NHS test.
- explained new procedures and provided training where necessary.
- considered the protected characteristics of our employees when making decisions, and to prevent discrimination.
- increased the level of cleaning at all operational locations.

## **2. An outbreak of Covid-19 in the workplace**

The objective of this plan is to provide guidance in an event of a COVID-19 outbreak in the workplace. In the event of an outbreak, the following measures should be taken.

### **2.1 A single employee has declared that they are experiencing symptoms of Covid-19**

- Immediately call the single point of contact, available on a 24/7 basis, for reporting an outbreak of Covid-19 at any of Europa's facilities who is:

**Carl Potter (CP) – Central Services Director and Business Continuity Coordinator**

**Tel - 07710 588844**

who will coordinate the response and contact the local Public Health Team (PHT) if necessary (see below).

- The Employee should immediately go home and self-isolate for 10 days.
- As Europa employees are classed as key workers, Europa can refer employees for testing if they are self-isolating because either they (or members of their household have coronavirus symptoms).
- CP/Elaine Robertson (ER) will do this by uploading the names and contact details of self-isolating workers and agency staff to the secure employer referral portal, which we are now registered with.
- CP/ER will also identify those employees that the symptomatic employee has been in close contact with (see NHS definition below), and these staff will also be referred for testing and be asked to self-isolate until the results of the test are known.
- Referred workers will then receive a text message with a unique invitation code to book a test for themselves (if symptomatic) or their symptomatic household members at the nearest regional testing site or via a postal test.
- The test involves taking a swab of the nose and the back of the throat, which can be done by the person themselves (self-administered) or by someone else (assisted).
- The employee will get an email, text or call from the NHS Test and Trace service if they test positive. Up until now, this will normally be within 48 hours if attending a regional testing centre or 72 hours via a postal test. However, a new 90 minute result tested is being rolled out by the NHS from Monday 10 August 2020 which is a major improvement in testing time.
- If the employee tests positive, the employee will be asked by NHS Test and Trace where they been recently and who they have been in close contact with.
- Carl Potter/Elaine Robertson will also identify those employees that the Covid-19 employee have been in close contact with and these staff will also be referred for testing and be asked to self-isolate until the results of the test are known. Close contact is defined by the NHS as follows:
  - has had face-to-face contact (within one metre), including:
    - being coughed on
    - having skin-to-skin physical contact, or

- contact within one metre for one minute
- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- has travelled in a small vehicle, or large vehicle
- Alec Kirkbride will organise a deep clean facility.

### **2.1 Two or more employee has declared that they are experiencing symptoms of Covid-19**

- Procedures outlined in 2.1 will be followed, but if two or more employees test positive in the same location, then the following additional steps are required.
  - If there is more than one case of COVID-19 associated with your workplace, CP will contact the local Public Health Protection Team (PHT) to report the suspected outbreak following the Government Guidance. The PHT will:
    1. undertake their own risk assessment
    2. provide public health advice
    3. where necessary, establish a multi-agency incident management team to manage the outbreak
- If the local PHT health protection team declares an outbreak, we will be asked to record details of symptomatic staff and assist with identifying contacts. We will ensure that all employment records are up to date. The PHT will provide us with information about the outbreak management process, which will help us to implement control measures, assist with communications to staff, and reinforce prevention messages.
- We will provide the local PHT with the following information:
  - the names of staff who work at the premises including a contact phone number for each member of staff.
  - the dates and times that staff are at work.
  - the names of customer or visitors, if there is more than one person, then you can record 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 of people.
  - date of visit, arrival time and, where possible, departure time.