

Coronavirus (COVID-19): Latest information and advice.

Our current objective is to maintain a safe working environment for the production and processing of products of Polysulphate. If we cannot operate safely, we cannot operate. Polysulphate's position within the UK and Global fertiliser market mean we are a key part to the food industry's supply chain. Our objective to Build our Future and maintain our position as a contributor and employer for our region mean we must do everything we can to maintain our site as a safe place to work, always. Today's briefing below covers the additional control measures introduced and how we all can maintain vigilance in the identification and reduction of "exposure risk". If in doubt, ask.

Current Status

Section 1

The UK government updated the country on the latest control measures on 23rd March 2020.
Stay at home

- Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
- Stay 2 metres (6ft) away from other people
- Wash your hands as soon as you get home

Anyone can spread the virus.

[Full guidance on staying at home and away from others](#)

When we reduce our day-to-day contact with other people, we will reduce the spread of the infection. That is why the government is now (23 March 2020) introducing three new measures.

1. Requiring people to stay at home, except for very limited purposes
2. Closing non-essential shops and community spaces
3. Stopping all gatherings of more than two people in public. There are only two exceptions to this rule:

- **where the gathering is of a group of people who live together** - this means that a parent can, for example take their children to the shops if there is no option to leave them at home.
- **where the gathering is essential for work purposes** - but workers should be trying to minimise all meetings and other gatherings in the workplace.

Every citizen must comply with these new measures. The relevant authorities, including the police, will be given the powers to enforce them – including through fines and dispersing gatherings.

These measures are effective immediately. The Government will look again at these measures in three weeks and relax them if the evidence shows this is possible.

STAYING AT HOME

You should only leave the house for one of four reasons.

- **Shopping for basic necessities**, for example food and medicine, which must be as infrequent as possible.
- **One form of exercise a day**, for example a run, walk, or cycle - alone or with members of your household.
- **Any medical need**, or to provide care or to help a vulnerable person.
- **Travelling to and from work**, but only where this absolutely cannot be done from home.

These four reasons are exceptions - even when doing these activities, you should be minimising time spent outside of the home and ensuring you are 2 metres apart from anyone outside of your household.

These measures must be followed by everyone. Separate advice is available for individuals or households who are isolating, and for the most vulnerable who need to be shielded.

Actions to take when travelling to work and in the workplace

- Consider how you travel to work; do you travel on your own or do you car share? do you car share with other direct members within your household or do you pick up colleagues? If the latter, consider travelling separately to maintain 2m social distancing.

Hierarchy of controls

- **Eliminate** – Check and confirm if the task needs to be carried out, particularly where proximity to others is required.
- **Substitute** – Can you alter the task and or change the way the task is done to limit the need to work for prolonged periods with others within 2m.
- **Engineering controls** – Does the task need to be carried out, if so, can you maintain 2m distance. If not limit these times to as short as possible, is it possible to reduce the number of times the task is carried out where working is required within 2m. Ensure the area is well ventilated where possible.
- **Admin Controls** – Use the point of work risk assessment process to review activities and tasks and understand where the 2m distancing may not be met and confirm the controls required. Reduction of groups meeting at any one time, for example kitchen and welfare areas, shared offices.
- **PPE / Instructions** – Regularly wash your hands with soap and water for 20 seconds, where this is not available use hand sanitiser or sanitiser wipes. Where equipment or items are shared between individuals use gloves and or clean the equipment with sanitiser wipes. When using gloves make sure that you don and doff them correctly, watch this short video on how to wear them safely https://www.youtube.com/watch?v=3I_kkVNrEMo

You will see some of the posters below going up around site. Are you keeping to the 2m rule?



Section 2 - Actions to take in the workplace

1. If you are showing signs and symptoms and you are in the workplace and you live **ALONE**, make your Line Manager aware and make your way home immediately. Line Managers should then inform HR that an employee has gone home to self-isolate for **7 days**.
2. If you are showing signs and symptoms and you are in the workplace and you live **WITH OTHERS IN YOUR HOUSEHOLD**, make your Line Manager aware and make your way home immediately. Line Managers should then inform HR that an employee has gone home to self-isolate for **14 days**.
3. If an employee receives a call from a family member who are showing signs and symptoms, make your line manager aware and make your way home immediately you should self-isolate for **14 days**. Line Managers should then inform HR that an employee has gone home to self-isolate for **14 days**.
4. Where an employee's work colleagues have been potentially exposed, but they show no signs or symptoms then the colleagues can remain in the workplace. If they then go on to show any signs or symptoms, then they should inform their line manager and make your way home immediately. Line Managers should then inform HR that an employee has gone home to self-isolate for **7 days** if they live **ALONE** or **14 days** if they live with **OTHERS**.
5. When returning to work inform your line manager of your expected return date, where a return to work interview will be carried out in the usual way. Forms for completing these can be provided by HR or you can find them on the following drive: W:\Human Resources\HR Toolbox\Sickness Absence. You may also be provided by the NHS an online isolation note, as the NHS have now got the new system up and running, if you receive these then please forward onto the site as you would normally do for any other fit note.
6. Those who have household members who fall within the vulnerable / very high-risk category of illness as a result of the Coronavirus are not required to adopt the same protective shielding measures for themselves. They should do what they can to support those who are shielding, and they should stringently follow guidance on social distancing, reducing their contact outside the home. If you care for but don't actually live with someone who is extremely vulnerable, you should still stringently follow [guidance on social distancing](#). Details on shielding can be found in the green section of this document.

**If in doubt, please call the medics on Occ. Health/Medical Dept. tel: internal 3298/3333
or Medical Centre 01287 646523**

**Or if you would prefer to discuss with a doctor you can call the works doctor –
Dr Mike Orton on 07877 061418 Mon- Sun 9am to 5pm**

It is important if you have the symptoms listed below the sooner you react the better, for the protection of your health and that of others.

What do you need to do?

Information provided from the government and NHS websites.

Section 3 - Stay at home if you have coronavirus symptoms

Stay at home if you have either:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

Do not go to a GP surgery, pharmacy or hospital. This will help to protect others in your community while you are infectious.

What to do if you think you may have coronavirus, or you have been in contact with someone who has:

If you are at work and start to show signs and symptoms of the virus then please call the sickness absence line on **01287 646 652** and provide details.

Further advice can be found on the www.nhs.uk or www.gov.uk

How long to stay at Home?

- If you live alone and you have symptoms of coronavirus illness, however mild, stay at home for **7 days** from when your symptoms started. (See [ending isolation](#) section below for more information.)
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- for anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. (See [ending isolation](#) section below for more information)
- if you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period
- if you cannot move vulnerable people out of your home, stay away from them as much as possible
- if you have coronavirus symptoms:
 - do **not** go to a GP surgery, pharmacy or hospital
 - you do not need to contact 111 to tell them you're staying at home
 - testing for coronavirus is not needed if you're staying at home
- plan and ask others for help to ensure that you can successfully stay at home and consider what can be done for vulnerable people in the household
- ask your employer, friends and family to help you to get the things you need to stay at home
- wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitizer
- if you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the [NHS 111 online](#) coronavirus service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

Information sourced from the www.gov.uk website.

Section 4 - What can you do? Plan for your household or family

The best thing you can do now is plan for how you can adapt your daily routine, and that of others in your household, to be able to follow this advice. Some of the ways in which you could prepare include:

- Communication
 - Talk to those who will be impacted by the plan
 - talk to your neighbours and family and exchange phone numbers of household contacts.
 - create a contact list with phone numbers of neighbours, schools, employer, chemist, NHS 111
 - stay in touch with others
 - take care of the emotional health of your household members
- Plan ways to care for those who might be at greater risk of serious complications
- Get to know your neighbours
- Identify aid organizations in your community
- Practice good personal health habits
 - Practice everyday preventative actions
- Choose a room in your house that can be used to separate a sick household member(s).

- Consider and plan for those in your home who are considered vulnerable / very high risk, consider further isolation measures within the home, for example arrangements for the use of kitchens and bathrooms (where there is only one bathroom in the house), the use of towels, cutlery and crockery, cleaning arrangements, location to place clothing for those who have been outside the house.
- Set up online shopping accounts if possible.
- Consider cleaning arrangements – clean, disinfect, soft surfaces, laundry, clean hands often, food, disposal of rubbish.

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-your-home.html>

- Evaluate the effectiveness of your household plan

Further information can be found on the Center for Disease Control and Prevention websites (see below)

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/get-your-household-ready-for-COVID-19.html>

Everyone should do what they can to stop coronavirus spreading.

It is particularly important for people who:

- are 70 or over
- have a long-term condition
- are pregnant
- have a weakened immune system

If you're at high risk

The NHS will contact you from **Monday 23 March 2020** if you are at particularly high risk of getting seriously ill with coronavirus. You'll be given specific advice about what to do.

Do not contact your GP or healthcare team at this stage – wait to be contacted.

Who is at risk?

You may be at a particularly high risk of getting seriously ill with coronavirus if you:

- have had an organ transplant and are taking immunosuppressant medicine
- are having chemotherapy or radiotherapy
- have blood or bone marrow cancer, such as leukaemia
- have a severe chest condition, such as cystic fibrosis or severe asthma
- have another serious health condition
- Further information can be found <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

What is shielding?

Shielding is a measure to protect extremely vulnerable people by minimising interaction between those who are extremely vulnerable and others. This means that those who are extremely vulnerable should not leave their homes and within their homes should minimise all non-essential contact with other members of their household. This is to protect those who are at very high risk of severe illness from coming into contact, with the virus. Further information can be found here <https://www.gov.uk/government/publications/guidance-on->

Section 5 - Barriers to Risk – What we are doing

1. General

- Asking people to wash hands on a regularly basis, with soap and water for a minimum of 20 seconds – these instructions issued by the WHO
- Signs have been posted within washrooms.
- Hand sanitiser wipes are in various site locations, please use as required.
- Nitrile gloves are available – for these and the sanitiser wipes please contact the safety department and or Medics (out of hours).
- Health surveillance is being reduced to those which are critical for safety roles for example rescue team.
- Regular communication to all staff specifically relating to Coronavirus. UK and local information with guidelines and instructions.
- Cleaning around site taking place on a regular basis (hourly) – door handles, light switches, work surfaces and any other high-risk areas
- Reinforced the message: “if you suffer the symptoms, or are un-sure, then **DO NOT** report to work and self-isolate. If instructed to self-isolate, then do so and phone the sickness absence line on **01287 646652**.”
- Focus on shared operating spaces e.g. control rooms, machines, equipment in terms of numbers of people and cleaning of equipment.
- Looking at staggering start times to aid the separation of people in changing rooms and welfare areas.
- Applying controls and checks to limit max number of individuals in welfare areas
- Identifying group examples and tasks and reducing these where possible and adding control measures in place.
- Identifying safety critical tasks on a week by week basis for the next 4 weeks to ensure that they can be carried out and if they cannot be carried out the equipment must not be used.
- Most projects are being halted and put into a safe state of holding to aid the reduction of personnel on site.
- Review of all contractor requirements to minimise personnel on site.

2. Operational Staff and Operations

Boulby

- A risk assessment has been drawn up regarding operational controls for example manriding/other areas to reduce contact between employees and cleaning equipment before usage.
- Reducing underground shifts to 24 people.
- Reducing the number of production and infrastructure personnel going underground, 12 max, 4 per deck. Ride in times will be between 05:30-09:30hrs.
- The shift start times are going to be altered to aid the separation of employees gathering in certain areas for example shower blocks etc.
- Non essential tasks will be stopped, for example; shaft work, ESK, Watchman.
- No salt production to decommission this area and reduce the need for maintenance.
- Maintaining Statutory basics and safety critical maintenance for example; Rock Engineering and ventilation.
- Hand washing facilities being developed underground.

Teesdock are implementing the following;

- Focusing on distance and touch of employees,
- Washing hands prior to starting work and regularly during shift and on leaving work.
- Shift supervisor, weighbridge and loaders have been issued nitrile gloves, for interaction with others and the use of distance separation where possible.
- Ships crews are not permitted to leave the vessel, strict controls are in place limiting ICL employees accessing vessels & all crew are wearing facemasks.
- Break times have been staggered and a distancing approach have been implemented, sprays and wipes have been provided.
- Only EHS work completed by contractors is to be carried out, to help reduce the number of employees coming to site.
- The visitor's questionnaire has been provided to hauliers.
- Shift times are being staggered to help with social distancing of 2m.
- All people able to work from home are doing so
- Control room has been limited to 4 people at any one time
- Number of people in offices limited

3. Reducing staff and personnel on site

- Working from home as required by those who can:
- IT systems checked and old laptops have been recommissioned.
- Staff are completing a questionnaire to confirm they have the facilities.
- A 'working from home' guideline will be distributed to assist staff to work efficiently and effectively at home. (a 'how to' document).
- Only major approved visitors / contractors are now allowed on site – a checklist has been drawn up, which will need to be completed in advance of the visit to site. All requesting managers have been informed.
- A letter to contracting and service providers has been sent to update them on our arrangements during this time.

4. Gatehouse areas

- Implemented some extra controls in the gatehouse particularly around social exclusion as follows: -
- Only one person will be allowed into reception at any one time, Guards to facilitate this at the busiest times, by controlling entry at the door.
 - We have created a new reception point around 1.5 meters away from the original.

- We have supplied litter picker style grab sticks so that items can be passed over with the minimum of touching.
- Introductions of personal pens so that there can be no cross contamination from multi use of pens.
- All staff have nitrile gloves which they must change at a maximum of 15 minutes intervals.
- Guards instructed to stand 1 meter away from drivers during searches with the driver not being asked to fill in details.
- We have started testing all personnel, at the gate house, who are coming onto site with an infra-red thermometer. This procedure started at 07.00 this morning on the 25.3.2020. If a person fails the test, they are sent home on pay for that day. The person must immediately inform the CRO and his Shift Manger / Manager that he has failed. The appropriate code will be entered into Logitime. The person will return to work on the following day and be tested again. Should they fail that test they will go home, inform the CRO / Shift Manager / Manager and self-isolate for the 7 / 14-day period as per the Government guide lines. The Shift Manager / Manager will enter the appropriate code in Logitime. If the person is tested on a last night shift or a Friday and fails, they will be tested on their next shift back and the same rule would apply.

Thank you all for your patience and co-operation and effort to see this situation through as safely and efficiently as possible. The safety of you, your families and of course the business as a whole is our collective objective.

Infection control and prevention

What should I do to prevent catching and spreading the virus?



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



If you don't have a tissue use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

Do

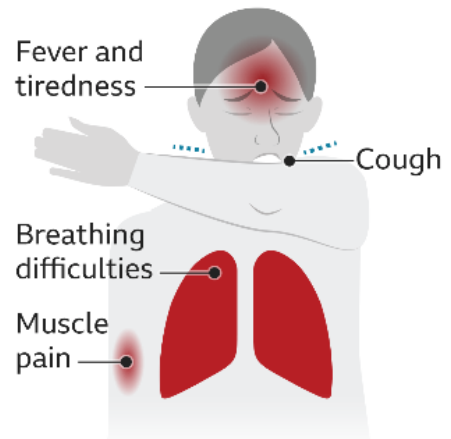
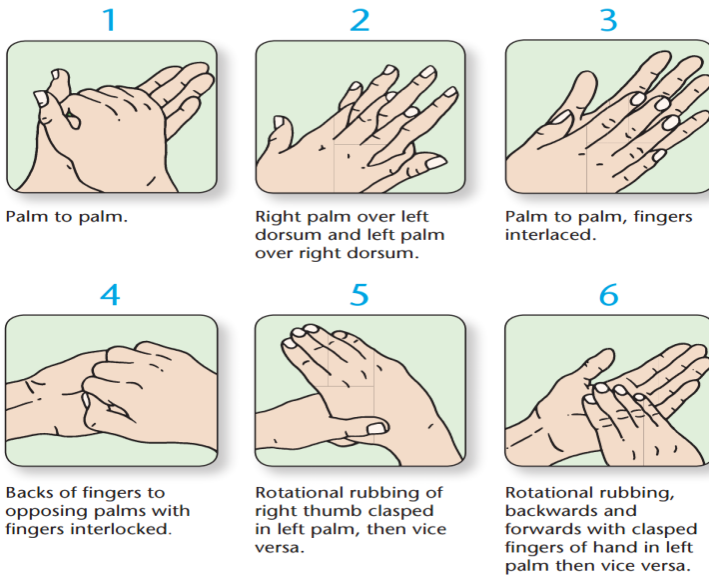
- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell

Don't

- do not touch your eyes, nose or mouth if your hands are not clean

Good regular hand washing will assist in keeping the risk of cross contamination low. Normal soap and water will suffice in keeping hands clean, although hand sanitiser may also be used. The NHS recommends the following technique as being the most effective:

What are the symptoms?



If you think you might have the virus, these are the symptoms to look out for

Hands should then be dried with disposable towels or hand dryer.

Advice for people who think they may have coronavirus

- Step 1** Do not go to a GP surgery, pharmacy or hospital
- Step 2** Those with a 'new, continuous' cough or a high temperature should self-isolate for seven days
- Step 3** If symptoms persist or worsen, in England go online to 111.nhs.uk, in other parts of the UK call 111
- Step 4** A medical professional will give you advice on what to do next
- Step 5** You may then be tested for the virus

| COVID-19 compared to other common conditions | | | | |
|----------------------------------------------|-----------|-------------|------------|-----------|
| SYMPTOM | COVID-19 | COMMON COLD | FLU | ALLERGIES |
| Fever | Common | Rare | Common | Sometimes |
| Dry cough | Common | Mild | Common | Sometimes |
| Shortness of breath | Common | No | No | Common |
| Headaches | Sometimes | Rare | Common | Sometimes |
| Aches and pains | Sometimes | Common | Common | No |
| Sore throat | Sometimes | Common | Common | No |
| Fatigue | Sometimes | Sometimes | Common | Sometimes |
| Diarrhea | Rare | No | Sometimes* | No |
| Runny nose | Rare | Common | Sometimes | Common |
| Sneezing | No | Common | No | Common |

*Sometimes for children

Sources: CDC, WHO, American College of Allergy, Asthma and Immunology BUSINESS INSIDER

Source: NHS England/Public Health England

BBC

Self-isolation/Quarantine advice - Coronavirus

What does self-isolating mean?

If you have been told to self-isolate, you need to stay indoors and avoid contact with other people for 7 days.

It is important to follow the advice for the whole period, even if you do not have any symptoms.

| DO | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ✓ Stay at home and separate yourself from other people – for example, try not to be in the same room as other people at the same time ✓ ask people not to visit your home while you're self-isolating; if you need a healthcare or care visit at home during this time, tell them in advance that you are self-isolating so they can follow their local employer's guidance ✓ only allow people who live with you to stay ✓ stay in a well-ventilated room with a window that can be opened ✓ ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines or taking children to school. | <ul style="list-style-type: none"> ✓ make sure you tell delivery drivers to leave items outside for collection if you order online ✓ clean toilets and bathrooms regularly ✓ think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves ✓ use separate towels from anyone else in the household ✓ wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery ✓ stay away from your pets – if unavoidable, wash your hands before and after contact. |
| DO NOT | |
| <ul style="list-style-type: none"> X do not invite visitors to your home or allow visitors to enter X do not go to work, school or public areas | <ul style="list-style-type: none"> X do not use public transport like buses, trains, tubes or taxis X do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home |

If you live in shared accommodation

- stay in your room with the door closed, only using communal kitchens, bathrooms and living areas when necessary and avoid using a shared kitchen while others are using it.
- take your meals back to your room to eat.
- use a dishwasher (if available) to clean and dry your used crockery and cutlery; if this is not possible, wash them by hand using detergent and warm water and dry them thoroughly, using a separate towel.

What if I develop symptoms?

If you get a cough, a fever or shortness of breath, call your local doctor/health authority and tell them you have been asked to self-isolate because of coronavirus. Even if the symptoms seem mild, it is better to call for advice. Call NHS 111

I am finding this hard to do.

For some people self-isolation can be boring or frustrating. You may find your mood and feelings being affected and you may feel low, worried or have problems sleeping.

There are simple things you can do that may help, such as staying in touch with friends and relatives on the phone or by social media and you may find it helpful to talk to them, if you want to. Keep in regular touch with your manager, HR team and colleagues.

Mental Health

As Anxiety UK's Nicky Lidbetter explains, the fear of being out of control and unable to tolerate uncertainty are common characteristics of many anxiety disorders. It's understandable that many individuals with pre-existing anxiety are facing challenges now.

So how can we protect our own mental health?

- Limit the news and be careful what you read
- Have breaks from social media and mute things which are triggering
- Wash your hands but not excessively
- Stay connected with people
- Avoid burnout

For further information please follow the link below.

<https://www.bbc.co.uk/news/health-51873799>

[The charity Mind has information you might find helpful.](#)

Site counselling service provision

Should you need counselling services during this time please contact **Martin Holland on 07789 390707**

Information on what Medicash can provide for you.

Below is a link to a short 5-minute video on what the benefits to Medicash are for those employees who are members.

<https://www.youtube.com/watch?v=v2ZabZl29ro>

General Information

- Electronic prescriptions

<https://www.nhs.uk/using-the-nhs/nhs-services/pharmacies/electronic-prescription-service/>

- NHS repeat prescriptions, easy online ordering, free flexible delivery and reminders to reorder, for more information please follow the link below.

<https://www.pharmacy2u.co.uk>

Further updates will be provided as and when appropriate