

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



Introduction

There is no doubt we are all very keen to 'return to normal'.

As a business and a site, we use 3 references, to guide us in the development of our 'pathway to return':

1. The UK Alert Level, which currently remains at Level 4
2. Our regional situation which when combined with Track and Trace will respond to localised outbreaks, and
3. Our own Barriers of Control that are in place to provide for the Safe Production and Processing of Products of Polysulphate.

So ... at this time, we are retaining our COVID Barriers of Control. Adaption can only follow Risk Assessment and Consultation. Whilst this means that several site activities remain on hold, along with retaining restrictions to various personnel and team working arrangements, we must remain capable at maintaining the risk of exposure to all that enter our site to as low as reasonably practicable.

Stay Alert

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly

Do not leave home if you or anyone in your household has symptoms

If required to work together <2m

Wear appropriate PPE: i.e. face mask and gloves.
Sanitise the area before and after.
Reduce your exposure time.



From Monday 1st June residents in England can meet with up to 6 other people outside of their household. They can meet in gardens - in addition to parks - as long as households keep two metres apart.

The government has initiated as of Thursday 28th May at 9am, "Test and Trace" The NHS test and trace service forms a central part of the government's coronavirus (COVID-19) recovery strategy, which seeks to help the nation return to normal as soon as possible for as many people as possible, in a way that is safe and protects the NHS and social care sector.

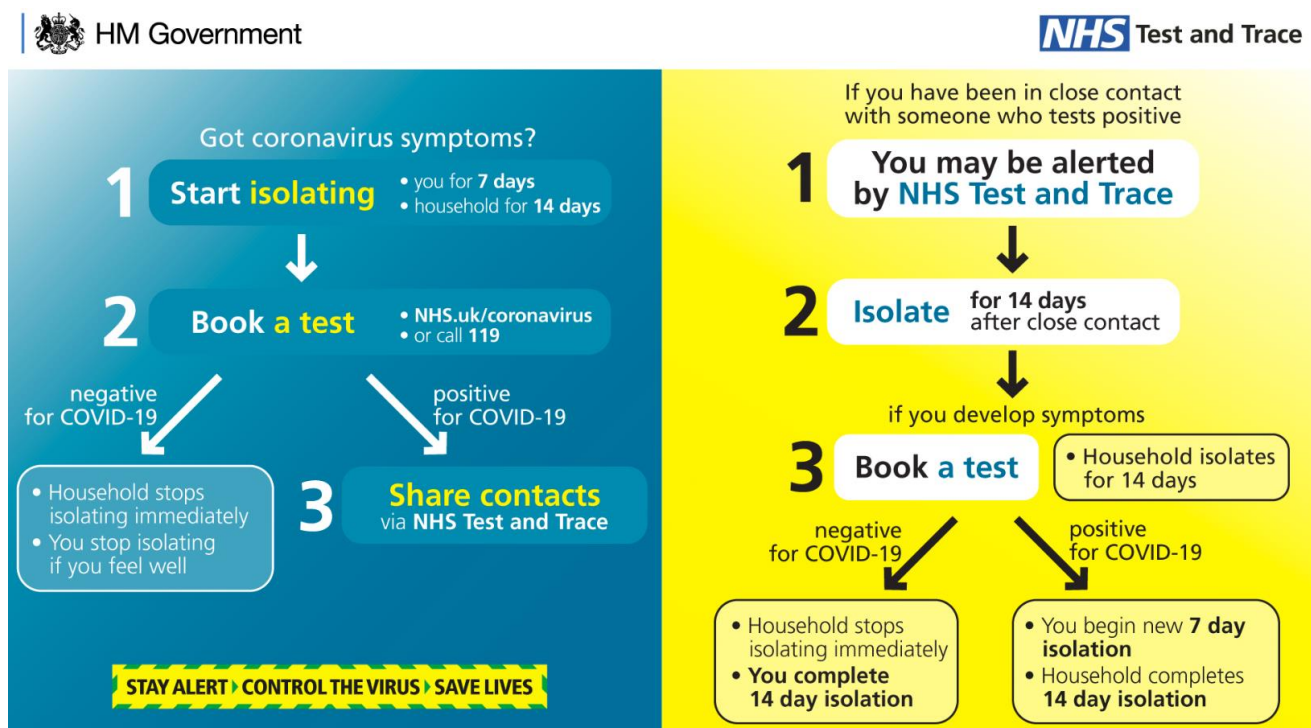
Once launched, this service will also play a vital role in providing an early warning if COVID-19 activity is increasing locally, regionally or nationally. This information will then be used to inform the government's approach to stop the spread of the virus.

About the NHS test and trace service

The NHS test and trace service:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus

By following instructions to self-isolate, people who have had close recent contact with someone with coronavirus will be protecting their family, friends, colleagues and other people around them, and will play a direct role in stopping the spread of the virus.



If you have tested positive for covid-19 - you should be contacted by someone from the NHS Track and Trace service. They will ask you several questions regarding your symptoms, how long you have had them and whom you have been in contact with over a certain period. In respect of anyone you have been in contact with, they will ask you for contact details. If that person is an employee of ICL UK (Cleveland Potash Limited or ICL UK Sales) then you may not have contact details. If this is the case, then you should provide the Track and Trace Representative with the MyHRCenter_Europe@icl-group.com e-mail address or the main switchboard number (01287 640140) so that the HR Department can assist.

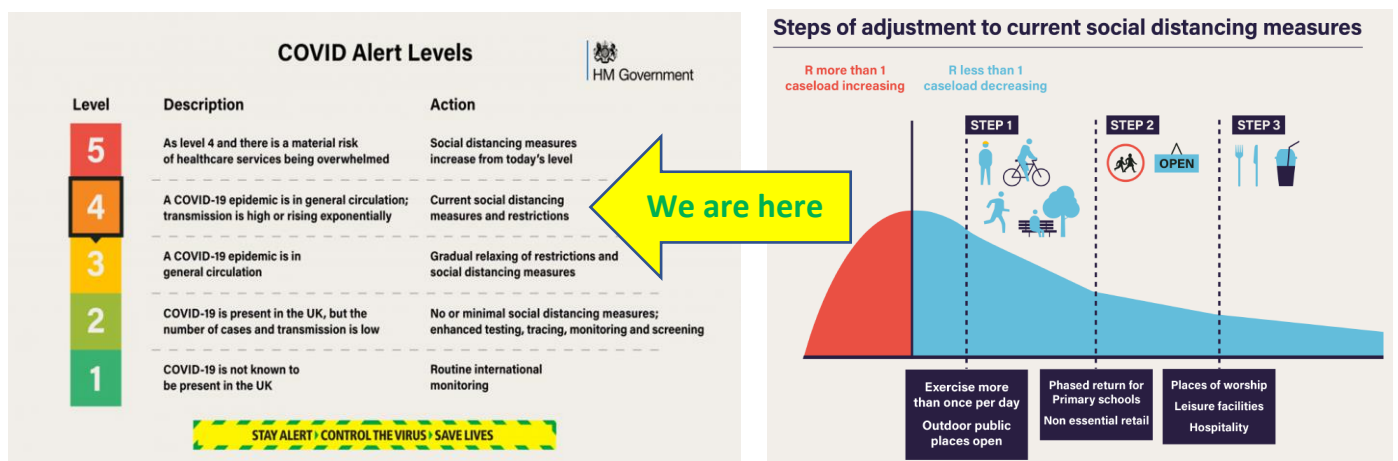
If you are contacted because you have been in contact with someone who has recently tested positive – you may receive a call from the NHS Track and Trace service because they have identified that you have been in contact with someone who has recently tested positive for covid-19. If this is the case, then they will instruct you to isolate for a period of 14 days. They will not however advise you of whom you have been in contact with. In relation to your absence, the Company has agreed that it will maintain your normal earnings for the period of isolation (this is in line with the current treatment of covid-19 related absences and sickness payments).

If you are a smoker how can Covid 19 affect you

People who smoke generally have an increased risk of contracting respiratory infection and of more severe symptoms once infected. Coronavirus (COVID-19) symptoms may therefore be more severe for smokers. This guidance advises how to reduce the risk of contracting COVID-19 for those who smoke or vape, and how to access support to stop smoking and remain smoke free. Follow the link below for more details.

<https://www.gov.uk/government/publications/covid-19-advice-for-smokers-and-vapers/covid-19-advice-for-smokers-and-vapers>

The Government announced on Sunday 10th May the road map to the recovery strategy and the various phases and possible initiation dates which are conditional based on the effectiveness of the previous stage. Further details can be found on the government website [here](#)



- At level 4 (where we remain today) our barriers of control must remain as strong as previous. So, on site and to manage the improved flow and regulated increase in footfall (Phase 1 and over the next couple of weeks) we will adapt and improve our existing controls. Through risk assessment we shall confirm that the remaining risk is no greater.
- As the UK moves into level 3, assumed around a month from now, we can consider increasing our footfall further (Phase 2) and to stand down some of our controls. Again, only following Risk Assessment and with clearly defined trigger and response plans ensure our capability to reintroduce controls should the situation and a higher alert level revert.
- At levels 2 and 1 we will consider returning to some pre-virus controls. (Phase 3)

What are the symptoms to look out for?



Do not leave home if you or someone you live with has any of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

[Check the NHS website if you have symptoms](#)

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- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 meters apart where possible)
- wash your hands regularly

Do not leave home if you or anyone in your household has symptoms. Further information can be found on the government website








<https://www.gov.uk/coronavirus>

Over recent weeks the site has been working hard to review the barriers of control against recent and potential future changes that the government bring into force as part of its recovery strategy. We will continue to review and monitor the control measures adjusting as necessary to these barriers. This update is to provide details of the latest changes.

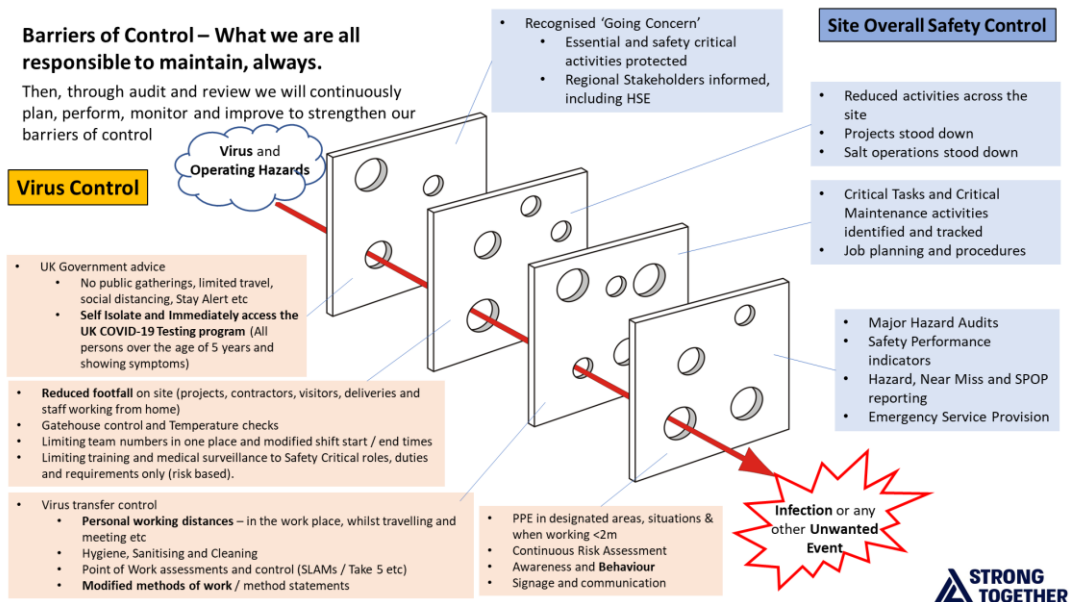
Action to take if you show any of the signs above.

1. Testing is available for all persons over the age of 5 and showing symptoms, it is best where possible to have a test within the first 3 days, although still effective up to 5 days.
2. Our primary Barrier of Control is 'isolate if showing symptoms' and follow the government advice on length of time for isolating. <https://www.gov.uk/coronavirus>
3. Once you have isolated, inform your manager and the medics (as per current)
4. Book a test on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>
5. Once you've received your results contact your manager to discuss the findings.
6. The line manager shall notify HR and the medics of the outcome of the employee's results.
7. If negative – the line manager and employee should discuss a return to work plan.
8. If positive – continue to isolate for 7 days from showing symptoms, after 7 days if you do not have a high temperature you can return to work (NHS/ Government guidance). If you have had a test as part of your household and you did not have any symptoms and your results were negative continue to isolate for 14 days from the start of the symptoms shown in the household.
9. The Occ health dept will arrange for the company doctor to contact the employees who have received a positive test result.
10. Before your return the Company Doctor shall contact you to discuss your symptoms and to discuss your return (confirm you are fit to return 7 days after showing symptoms and your wellbeing etc).
11. Upon return to work, your line manager will complete the return to work form and the Covid 19 checklist. (the return to work form should be sent to HR and the Covid 19 checklist sent to the Occ health dept so that they can ensure that this is reviewed by the Company Doctor and added to your personnel file).



Area of control	Contact for managing the changes and process	Details that may have been sent out
Gatehouse	David Mcluckie	 New Gatehouse Procedure 04 doc.doc
RPE	Malcolm Hudson	 RPE protection.pdf  Use of FFP2 masks for coronavirus.pdf
Car sharing	Malcolm Hudson	 Covid-19 RA - Car Sharing draft v1.pdf
Contractor reintroduction to site	Grahame Wallace	 Maintaining a safe site contractors.doc
Induction	Rob McConnell	 COVID-19 Global Visitor Questionnaire  Covid-19 Work Return Boulby Tees
Site signage	Tim Watts	
Office space and layout	Tim Watts	
Training	Mike Smith	
Health surveillance	Justin White	Health surveillance will resume in the near future when all arrangements and additional safety precautions have been addressed.
Production and work area 'working practices' and 'site specific controls'	Production Managers: Carl, Craig and Joe	As per area risk assessments

It is important that we continue to follow, monitor and review our barriers of control, striving to see where these can be improved and adjusting where and when required. Modifications to barriers being completed on a risk-based approach.



Wellbeing and mental health during Covid-19

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
- Distract yourself – our minds struggle to hold two thoughts at the same time
- Stay connected with people
- Be nice to yourself
- Focus on what you can control
- Avoid burnout

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>

Further updates will be provided as and when appropriate