

Occ. Health/Medical Dept. tel: internal 3298/**3333**

Boulby Control Room Operator 01287 646552 Medical Centre 01287 646523

Teesdock Control Room Operator: 01642 770500 (internal 4500)

sickness absence line on **01287 646 652**

Date: Thursday 25th June 2020 # 14

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



Introduction

We must maintain our respect for the COVID-19 Viral hazard in our workplaces, in our communities and in our homes. The Barriers of Control have served us well and built our operating confidence from the 24th March until today.

Key Message: Maintain Your Current Controls and Be Aware of Complacency

If you are choosing to enjoy the benefits of the national relaxation of restrictions this weekend and in days ahead, then do so SAFELY. Follow the guidance and if at any time you or those you are with feel exposed, then take personal action to remove yourself from the risk.

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 (maintain 2m for now. +1m from 4th July)
- 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.



If you have any of the following symptoms stay at home and contact NHS 119 to arrange for a Covid 19 test.

NHS





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](#)

Principles of reducing the risk of transmission of COVID-19:

HM Government

 <p>Distance</p> <p>If you are further away from someone there's less risk of catching the virus.</p>	 <p>Duration</p> <p>The longer you are close to an infectious person, the higher the risk.</p>	 <p>Direction</p> <p>The risk is lower if you are not face-to-face with the infectious person.</p>	 <p>Ventilation</p> <p>The risk is lower if you are outdoors, or in a well ventilated area.</p>
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STAY ALERT • CONTROL THE VIRUS • SAVE LIVES

Staying COVID-19 Secure here at ICL UK

We as ICL Boulby and Teesdock confirm that we have complied with the government's guidance on managing the risk of COVID-19

- FIVE STEPS TO SAFER WORKING TOGETHER -

- ✓ We have, with workforce involvement, carried out a **COVID-19 risk assessment** and shared the results with people that work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all responsible steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain social distancing** in the workplace
- ✓ Where people need to work together, we have done everything practical to **manage transmission risk**

 If you have ideas on how to strengthen our controls, or simply wish to discuss what COVID-19 secure is here at ICL UK then speak to one of our team.


Andrew Fulton
VP ICL UK
July 2020

Outside UK travel

A two-week quarantine period for those entering the UK will soon be lifted for some travellers to England. For further travel guidance and information please use the following links.

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.bbc.co.uk/news/explainers-52544307>

If you are thinking of travelling or having a staycation, please review the following poster for hints and tips on how to stay safe.

SAFETY AT HOME 06 20

ENJOYING YOUR VACATION IN SPITE OF CORONA

Summer is just around the corner and summer time is holiday time. It normally is. But nothing is "normal" anymore because of Corona, and your vacation will not be the same as it used to be.

It already begins with the destination. Many have already planned or booked their summer vacation. But at the moment it is still unclear which destinations may actually be visited this year. All those involved, such as tourism associations, tour operators and hotels, are working feverishly on concepts to guarantee their guests the safest possible vacations.

Nevertheless, nobody can guarantee one hundred percent security, of course. Even if a trip is sanctioned by the authorities, there remains a residual risk, and we must take appropriate precautions.

First basic rule: Find out about your holiday destination. If the infection rate is particularly high there, you should better not go there at all.

But no matter where you go - the following rules will help you enjoy your vacation without the risk of infection. You already know most of these rules from home:

- Keep at least 2.0 m distance to all persons.
- Wash your hands regularly and thoroughly and avoid touching your face if possible.

SAFETY AT HOME 06 20

- Pay attention to instructions, floor markings for walkways and announcements at airports and train stations.
- Means of transport represent a particular challenge. While air conditioning systems in planes are considered to be rather nonhazardous, the situation may be different in trains and on ships. Consider wearing a higher grade protective mask here. You should also place even greater emphasis on disinfecting objects in means of transport before touching them. This includes in particular safety belts and folding tables. Also keep your distance from possible seat neighbors, especially from each other's faces.
- Disinfect objects used by others before touching them. Take along appropriate sanitizing agents and tissues for this purpose.
- Even if you had a positive result of an antibody test before the journey - remain cautious, it is not yet known for sure whether a new infection can be reliably ruled out.

Follow the measures mentioned above as well as the recommendations on site - otherwise you may not only risk infection, but also a stay in hospital, which may not be of the same high standard as at home.

No matter what you do while on vacation: Have a great time resting and stay healthy!

Your
Bernd Koch
Head of Occupational Safety,
Health and Environment

Sanitizer, always handy...
...but no more than 100 ml
...and disinfect them!
Wash your hands often...

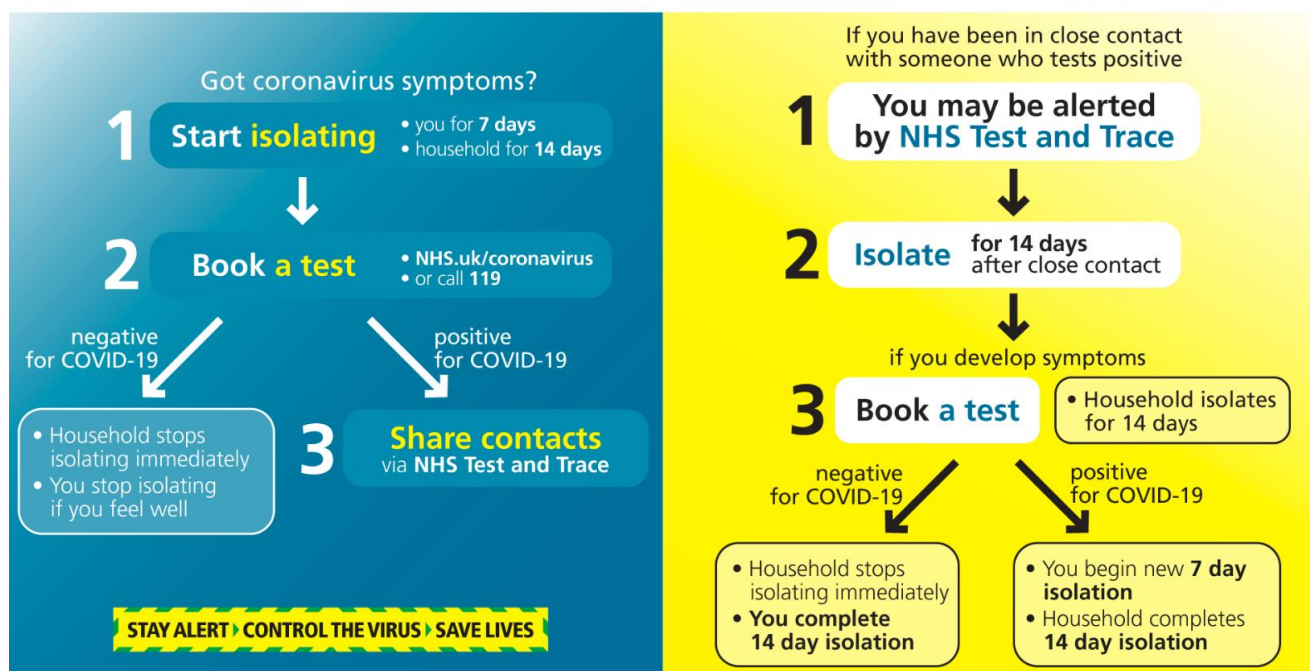
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About the NHS test and trace service

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

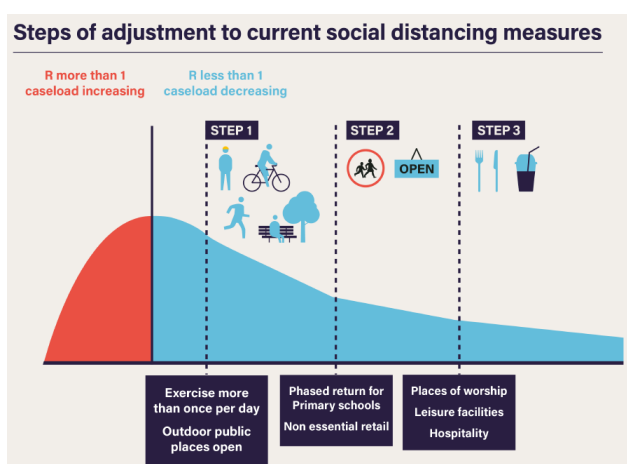
By following instructions to self-isolate, people who have had close recent contact with someone with coronavirus will be protecting their family, friends, colleagues and other people around them, and will play a direct role in stopping the spread of the virus.



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).

Coronavirus alert levels in UK



Stage of outbreak		Measures in place
Risk of healthcare services being overwhelmed	5	Lockdown begins
Transmission is high or rising exponentially	4	Social distancing continues
Virus is in general circulation	3	Gradual relaxation of restrictions
Number of cases and transmission is low	2	Minimal social distancing, enhanced tracing
Covid-19 no longer present in UK	1	Routine international monitoring


We are now here

- The alert level was reduced from level four to three on 19th June. That means the epidemic is in general circulation, but transmission is no longer "high or rising exponentially".
- Even now at Alert level 3 our Barriers of Control must remain as strong as previously. So, on site and to continue the management and regulated increase in footfall (contractor activities, recommissioning of Salt operations that we have progressed over the past few weeks) we will continue only on an assessed adaption and improvement to our existing controls.
- A review of site risk assessments is being carried out to take into account these recent government changes and to confirm that the remaining risk is no greater than previous. More information will follow upon the output of these in due course. (before the 4th July)
- At levels 2 and 1 we will consider returning to some pre-virus controls.

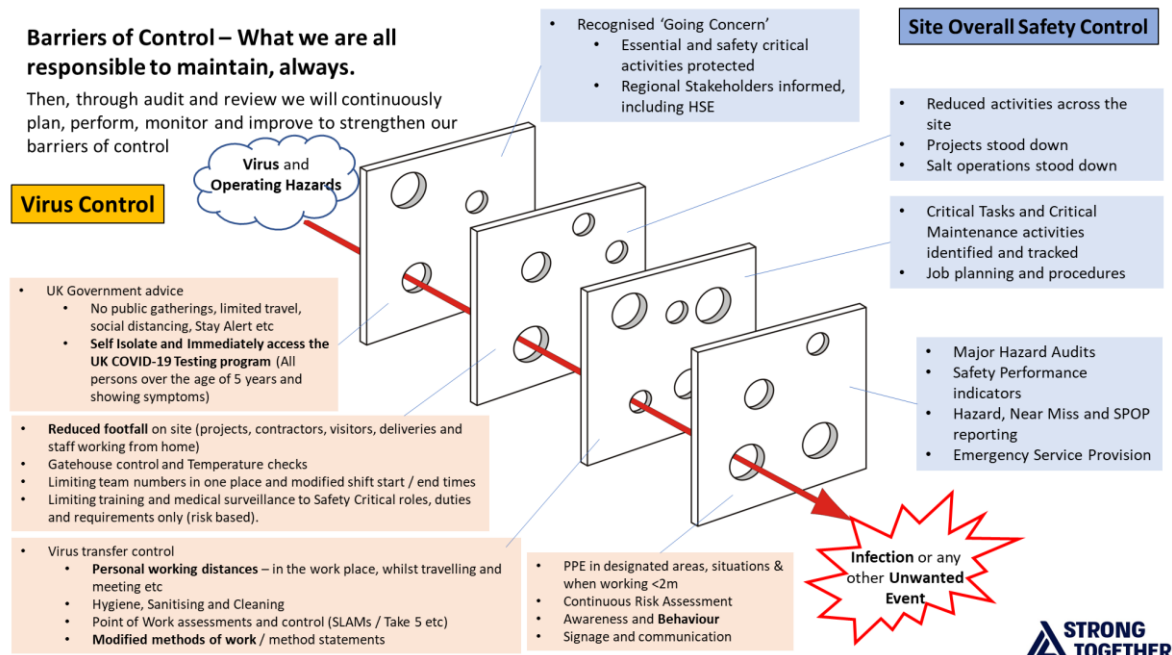
Action to take if you show any of the signs above.

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 requirements)
4. Book a test on the NHS website or by contacting NHS 119 <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 (where you tested positive). 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).
12. Where you have had similar Covid 19 symptoms but had a negative test result, liaise with your Line Manager regarding a return to work start date, upon returning your line manager will complete the return to work form, the form should then be sent to HR.



Area of control	Contact for managing the changes and process	Assessment that are now being undertaken to respond to the reduction in Alert Level, announcements to UK guidance whilst maintain the risk to as low as reasonably practicable
Gatehouse	David Mcluckie	Review and update of risk assessment continue to be reviewed and updated accordingly.
RPE	Malcolm Hudson	The RPE policy has been finalised, activities are now underway to drive towards meeting the policy requirements.
Car sharing	Malcolm Hudson	The current car sharing guidelines will be reviewed and any changes will be advised.  Covid-19 RA - Car - Van Sharing v1.docx
Contractor reintroduction to site	Grahame Wallace	Almost 60% of contractors that we identified and prevented accessing site in March have now gradually returned to work. As we approach the summer shutdown, we are working with contract companies to ensure that all Risk Assessments have the appropriate control measures in place to minimise risk of transmission.
Induction	Rob McConnell	No changes required
Site signage	Tim Watts	A review is underway to consider modifications to site signage to no longer state a distance, rather emphasizing 'safe distancing'
Office space and layout	Tim Watts	Social distancing of 2m to be maintained where possible unless additional control measures are implemented.
Training	Mike Smith	Following a review of the risk assessment the 2m spacing will not change. The Marquees should be in place shortly and this will allow for greater numbers and Teams days to be re-introduced ensuring 2mtr spacing.
Health surveillance	Justin White	Health surveillance appointments have now resumed starting from Monday 22 nd June, for employees who are currently overdue please make a suitable appointment to complete assessments. Additional control measures are in place which may require the need for slightly longer appointments.
Production and work area 'working practices' and 'site specific controls'	Production Managers: Carl, Craig and Joe. Teesdock – Mark/Andrew W	Risk Assessments have been reviewed and the 2m ruling is to remain, if less than 2m then additional control measures must be in place.

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.



Key Message: Maintain Your Current Controls

Be Aware of Complacency

Further updates will be provided as and when appropriate