




# Coronavirus (COVID-19) Working in Warehouse and Associated Office Methodology

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 *Note; Unless set out below all other business activities involving any premise owned and/or managed by Community Energy Scheme Ltd shall be subject to all original company processes, risk and method statements.*



## Leaving your residence

- a) Is anyone in your residence showing signs of Coronavirus (COVID-19), if yes inform your TM and HR immediately.
- b) Before departing use sanitising/anti-bacterial wipes to clean all hard surfaces within the cab of the vehicle.
- c) Use sanitising/anti-bacterial wipes/gel on hands/forearms if exposed.
- d) Ensure all used sanitising/anti-bacterial wipes have been securely bagged for disposal.

## Stopping for Fuel/Food/Water

- a) Follow social distancing guidelines wherever possible. In the event of not being able to adhere to the guidance, the use of a face covering should be considered.
- b) Use disposable gloves when handling fuel pumps. Discard in onsite bins when task completed.
- c) Use contactless payment where possible.  
 *\*Recommendation\* Where possible bring pre-prepared food and drinks, to avoid unnecessary stops.*

## Warehouse Opening

- a) Opening the warehouse will only be undertaken by the Warehouse Manager (WM) and/or Project Manager (PM).
- b) All doors are to be fully opened and secured as to not be affected by wind.
- c) Door handles to be cleaned with sanitising/anti-bacterial wipes.
- d) Welfare facilities must be checked and cleaned using anti-bacterial/sanitising products.
- e) Access to the warehouse is strictly prohibited to members of the public and/or other business users not associated with GET-UK.
- f) Only GET-UK members of staff who are required to be onsite should attend.

## Kit Collection

- a) Only one (1) installation team is permitted to attend the warehouse at any given time.
- b) Appointments for kit collections will be allocated by the WM on the pre arrival call. These times must be adhered to.
- c) All material/equipment will be packed in a cage and dropped at designated collection point by WM.
- d) Follow social distancing guidelines wherever possible.
- e) Use disposable gloves when handling materials/equipment. Discard in onsite bins when task completed.
- f) Cage and any material/equipment not required to be moved back designated.
- g) WM to use sanitising/anti-bacterial wipes on cages before and after team have unloaded materials/equipment.



## Kit Returns

- a) Appointments for kit returns will be allocated by the WM on the pre arrival call. These times must be adhered to.
- b) All material/equipment will be packed in a cage and dropped at designated collection point by team.
- c) Follow social distancing guidelines wherever possible.
- d) Use disposable gloves when handling materials/equipment. Discard in onsite bins when task completed.
- e) Cage and material/equipment to be moved back to PE.

## Waste Disposal

- a) WM will identify correct waste disposal unit(s).
- b) Both operatives put on disposable gloves.
- c) all waste to be placed directly into assigned skips/disposal units.
- d) All tools/equipment to be cleaned using sanitising/antibacterial wipes.
- e) Remove all PPE and dispose in appropriate bin(s).

## Kit Building

- a) PV equipment (PE) area is restricted to all except WM/PM.
- b) WM to build all kits in line with design information.
- c) All equipment/material to be placed in designated cage and clearly marked for reference.
- d) Cages only to moved out of PE when pre-planned collection is due.

## Welfare Facilities

- a) GET- UK employees may access the warehouse in order to use welfare facilities.
- b) Follow social distancing guidelines wherever possible.
- c) Operatives must always follow designated walkways.
- d) Hands must be washed before and after using any welfare facilities.
- e) Touch the least number of surfaces as possible.

## Office Space

- a) No more than 2 people are permitted in the office at any time.
- b) All doors are to be fully opened and secured as to not be affected by wind.
- c) Desk space will be allocated per individual requirement, with a minimum 2m distance between work areas.
- d) Do not use another workspace.
- e) Ensure access and egress route is always kept clear.
- f) Open windows (if appropriate) allowing a steady flow of fresh air.
- g) Touch the least number of surfaces as possible.



## Deliveries

- a) Only pre-planned and arranged deliveries will be accepted.
- b) Delivery drivers must call WM prior to arrival for allocation of drop-off point.
- c) Follow social distancing guidelines wherever possible.
- d) Use disposable gloves when handling materials/equipment. Discard in onsite bins when task completed.
- e) Delivery drivers are not permitted to enter the warehouse, with exception for use of welfare facilities. In which case;
  - ✚ Operatives must always follow designated walkways.
  - ✚ Hands must be washed before and after using any welfare facilities.
  - ✚ Touch the least number of surfaces as possible.

## Training

- a) The use of the warehouse/office facilities for purposes of staff training is by express permission of Managing Director and/or Operations Director only.
- b) Follow social distancing guidelines wherever possible.
- c) A designated training area is to be used to enable suitable seating space.
- d) Access to welfare facilities will be limited to one (1) person at a time.
- e) Hands must be washed before and after using any welfare facilities.
- f) Touch the least number of surfaces as possible.

## Parking

- a) No permanent parking is permitted on the loading bay area.
- b) All vehicles unless loading, must park along the northside of the warehouse.
- c) Drivers to ensure enough space is left between vehicles to avoid interaction between occupants.

## Closing the Warehouse

- a) Closing the warehouse will only be undertaken by the Warehouse Manager (WM) and/or Project Manager (PM).
- b) All doors and windows to be closed.
- c) Door handles to be cleaned with sanitising/anti-bacterial wipes.
- d) Welfare facilities must be checked and cleaned using anti-bacterial/sanitising products.

## Arriving at Your Residence.

- a) Use sanitising/anti-bacterial wipes to clean all hard surfaces within the cab of the vehicle.
- b) Use sanitising/anti-bacterial wipes/gel on hands/forearms if exposed.
- c) Ensure all used sanitising/anti-bacterial wipes have been securely bagged for disposal.
  - ✚ *Recommendation; Workwear i.e. Clothing to be removed and washed as soon as possible once entering the property.*