COVID-19
Waste sector advice card (part A for managers)

Last updated: April 2021

Please follow this guidance to help reduce the risk of COVID-19 transmission in your workplace.

Part A is for managers and supervisors so they know what is expected of them. Links are provided to additional information.

Part B is for all workers and could form part of a site induction for visitors to your site. It should be placed on notice boards or other prominent places throughout your premises such as access and exit points, mess rooms, toilets and notice boards. Any visitors to site should be essential for the day to day operation of the site and should be required to follow all site health, safety and site Covid guidance.

Guidance for managers and supervisors on preventing the spread of COVID-19 in the workplace

The UK waste industry has developed a detailed information document through the [Waste Industry Safety and Health (WISH) Forum](#) that provides detailed practical information on COVID19 and waste management activities. It is based on Government advice, industry experience and current knowledge and should be used to support, not replace, discussions with your local authority or NHS Board Health Protection Team.

Additional information

Waste sector specific guidance
- [Scottish Government Coronavirus (COVID-19): waste sector guidance](#)
- [SWITCH – Scottish Waste Industry Training, Competency, Health & Safety (switchforum.org.uk)](#)

General workplace guidance
- [Public Health Scotland COVID-19 guidance for non-healthcare settings](#)
- [Health and Safety Executive guidance on working safely with coronavirus](#)
  Public Health Scotland information on [coping with COVID-19](#)

Support for businesses and their employees can be found through:
- [support for businesses in Scotland on gov.scot](#)
- [self-isolation Support Grant on gov.scot](#)
- Trade unions, such as [Unite union](#) and [GMB union](#)

If your workplace does not have union representation, union health and safety representatives will be available on request to support the development of workplace risk assessments. To use this service, please email: safety@stuc.org.uk

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Actions to ensure your workplace is COVID-19 compliant

You should:

- Consult with employees and trades unions on all health and safety matters, and in particular to ensure policies and procedures include COVID-19 risk assessment and control measures.

- Ensure COVID-19 policies and procedures enable managers to engage appropriately with workers on their health status, personal circumstances and support needs. Use the [COVID-19 occupational risk assessment guidance and tool](#) which helps managers and employees consider individual and occupational risk factors from COVID-19 (e.g. when shielding or if there are other health issues).

- Continue to adopt 'work from home' policies and provide necessary support to those who can work from home. View the [guidance on working from home](#).

- Ensure everyone is aware of their personal responsibilities to control the spread of COVID-19 at work and has access to suitable learning opportunities for COVID-19 risk reduction measures. These include physical distancing, adequate ventilation, effective hand washing techniques, cough etiquette, face coverings and, where appropriate, COVID-19 personal protective equipment (PPE).

- Put in place training and opportunities to share knowledge to ensure that workers understand the requirement to maintain physical distancing and carry out checks to ensure everyone is complying.

- Ensure everyone is aware that if they, or a colleague, develop COVID-19 symptoms while at work, they should be isolated and be supported to return home immediately and arrange a test as soon as possible. A number of financial support measures are in place and no worker should be financially penalised for following medical advice.

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What to do in the event of an outbreak, or suspected outbreak, of COVID-19 in the workplace

Immediate action

If there is any suspicion that there may be a cluster of cases in your workplace the most important thing you can do is to contact your local NHS Board Health Protection Team (HPT) early.

Do not spend time trying to work out what you should do yourself. Your HPT will advise you on this. It is very important that the expert HPT is advised as early as possible of a possible problem so they can assess the situation and offer you advice.

Contact your local Health Protection Team for advice if:

- There are two or more confirmed cases of COVID-19 in the workplace within 14 days
  or
- There is an increase in the rate of absence due to suspected or confirmed cases of COVID-19
  or
- There is an increase in the rate of respiratory illness in your workplace as this could be due to COVID-19.

The HPT will carry out a public health risk assessment to determine whether there is an outbreak.

How to contact your local Health Protection Team (HPT)

- Immediately inform your local NHS board HPT, using the local contact details on the [Health Protection Scotland Website](#)
- Ensure the workplace has a nominated point of contact to liaise with the Health Protection Team

Further information on what to in the event of an outbreak

- Further information on [what to do in the event of an outbreak in your workplace](#) is available on gov.scot

Interventions to control the outbreak

Your Health Protection Team and Incident Management Team will work with you to identify the appropriate measures. The first step is to review implementation of preventive measures and to ensure that they are in place and effective.

The Health Protection Team or Incident Management Team will declare when the outbreak is over.

NHS SCOTLAND **TEST & PROTECT**

Healthier Scotland Scottish Government

COVID-19

Waste sector advice card (part B for employees)

Last updated: April 2021

Please follow this guidance to help reduce the risk of COVID-19 transmission in your workplace.

Your employer should continue to follow existing health and safety guidance. It is important that everyone continues to follow the latest guidance without becoming complacent to keep you, your colleagues and visitors safe in your workplace.

The Protect Scotland app is a free, mobile phone app designed to help us protect each other and reduce the spread of coronavirus. Download the Protect Scotland App at protect.scot.

You should stay at home if:

you have symptoms of coronavirus (COVID-19) – a new persistent cough, fever, or a loss of sense of smell and/or taste. You should also follow the relevant guidance at nhsinform.scot.

you are living with someone who has coronavirus symptoms or has tested positive for COVID-19. You should also stay at home and follow the relevant advice at nhsinform.scot.

At your workplace:

COVID-19 risk assessments should be carried out in consultation with employees, employee representatives and/or trade unions - see hse.gov.uk.

Procedures should be in place to isolate and remove people from the workplace if they have coronavirus symptoms. Your employer and manager should follow the advice in relation to Scotland's Test & Protect Strategy, and share this with you.

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COVID-19
Advice for everyone at work

Last updated: April 2021

Please remember, COVID-19 doesn't take a break and the risks of infection remain even when you are travelling to work, having your lunch, or chatting with a colleague. A face covering must be worn at work if you are not at least two metres away from any other person, or are not separated by a partition.

Catching-up with colleagues – If you are chatting with a work-mate, use an open space or a large room where you can stay well apart. No matter who you are talking to, or how well you know them, you should wear your face covering and remember to physically distance where possible.

On your break – Informal places such as staff rooms, canteens and changing rooms provide easy opportunities for the virus to spread, so don't let your guard down. Avoid the busy times if you can, remember to physically distance, wear your face covering as much as you can, and open windows or vents. If you are in a work cohort or bubble you should stay in it on your break.

Ventilation – It is important to avoid gathering with colleagues in poorly ventilated rooms where the virus can linger. It may be cold outside but opening the windows a little is the easiest way to keep the fresh air flowing.

Eating – Taking your face covering off to eat can provide an opportunity for the virus to spread, so think carefully about where you eat your lunch. The virus can also pass from surfaces and touchpoints so don't share food, cups or plates with colleagues.

Cleaning – Regular cleaning of surfaces and touch points like switches, handles, kettles and toilets will help to prevent the virus from spreading. You can do your bit by regularly using the cleaning and sanitising products provided by your employer and following the instructions.

FACE COVERINGS   **AVOID CROWDS**   **CLEAN HANDS**   **TWO METRES**   **SELF-ISOLATE**

If you suspect you have symptoms of COVID-19 book a test at
https://www.nhsinform.scot/testandprotect

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