



5th November 2020

COVID-19 Risk Reduction Method Statement

Overview

This statement has been prepared in response to the recent outbreak of COVID-19, known as coronavirus.

Action Taken

All Pro-Force employees and associates are being encouraged to focus on good hygiene and social distancing practices, as per government advice. Information has been prepared and is being displayed in all offices and accommodation sites.

We continue to monitor government advice and implement best practice in order to ensure all our locations and sites are made suitably COVID-19 secure, and enable all staff to perform their jobs safely.

General

- All Pro-Force locations have been risk assessed and where social distancing cannot be achieved, alternative risk reduction measures have been put in place.
- Home working should be used wherever possible, where home working cannot be achieved offices must be made suitably COVID-19 secure.
- Movement between branches, central offices, on-site offices, accommodation sites and across clients (both employees and associates) should not occur. If this is unavoidable, contact with others should be kept to an absolute minimum and social distancing must be observed.
- Only essential travel should occur.

Hygiene

- Increasing access to hand wash facilities and hand sanitiser in all offices, accommodation sites and on transport
- Regular communication with employees and associates on the latest on government advice and best practice
- Displaying multi-lingual and pictorial information at all offices, accommodation sites and on transport regarding good practice and hygiene standards

Accommodation

- Individual units segregated into "cohorts" e.g. two caravans, to use shared facilities at the same times
- Cohorts should be no larger than 12 and an absolute maximum of 15
- Shared facilities to be separated by facility and time, and used in cohort groups
- Where shared toilets are in place no timeslot should be specified, however, additional sanitising products should be made available and associates should be briefed to wipe services down before and after use
- Ensuring all shared facilities are well ventilated at all times
- Ensuring shared facilities are regularly cleaned, with checks completed on cleanliness levels
- No visitors on site
- Socialising between cohorts should only occur between a maximum of 2 people from different cohorts.
- Access to shops (where applicable) restricted to two people at any one time
- Non-essential facilities e.g. social areas on accommodation sites have been closed
- Cleaning buses after shopping trips (where shopping provided)
- Shopping trips limited to 6 people per vehicle, if multiple cohorts are using the same vehicle social distancing measures must be followed (where shopping provided)
- Occupants required to check own smoke alarm (on-site staff to check with workers they have done so)



- Reduction in frequency of non-safety critical checks such as water temperature
- Maintaining essential checks on fire safety equipment
- Occupants encouraged to report own issues
- Regular refreshing of information posters around sites with on hygiene procedures and good practice
- If any maintenance or testing work is being completed, it should be done at a time when the workers are not present and the visiting person should wear the appropriate PPE

Arrivals – from within the UK

- Prior to travel, new arrivals should be provided with a letter confirming their offer of employment and naming the location.
- All new arrivals should have a temperature check when they arrive at the accommodation, anyone with a temperature above 37.8°C should be isolated from all other arrivals and the testing procedure should be followed. Careful monitoring should be conducted for anyone who has been in contact with the arrival that is showing symptoms.
- Where possible new arrivals should be grouped into cohorts with other new arrivals that have arrived within 24 hours of each other and are not permitted to live within an existing cohort for 14 days.
- Where possible, these new cohorts should only live, travel, or work within their cohort for a full 14-day period from date of arrival.
- Where new cohorts require access to shared facilities, that cohort to be assigned its own timeslot and designated area.
- Where shared toilets are in place no timeslot should be specified, however additional sanitising products should be made available and associates should be briefed to wipe services down before and after use.
- Following the completion of the full 14-day period, providing all staff are not demonstrating any symptoms, they can be integrated into the labour pool as normal.
- If during the 14-day period, any staff demonstrates symptoms, self-isolation and testing procedures as per the below are to be implemented and followed.

Arrivals from outside of the UK – Edibles living on farm

- Prior to travel, new arrivals should be provided with a letter confirming their offer of employment and naming the location.
- All new arrivals should have a temperature check when they arrive at the accommodation, anyone with a temperature above 37.8°C should be isolated from all other arrivals and the testing procedure should be followed. Careful monitoring should be conducted for anyone who has been in contact with the arrival that is showing symptoms.
- New arrivals should be grouped into cohorts with other new arrivals that have arrived within 24 hours of each other.
- Within 2 hours of arrival, associates should be given information about their working and living arrangements and be briefed on social distancing (this briefing should be in line with current industry guidance). Associates must give written confirmation that they have received and understood this information.
- New cohorts should only live, travel, or work within their cohort for a full 14-day period from date of arrival.
- Where possible, new arrival cohorts should not interact with others outside of their cohort for a full 14-day period from date of arrival.
- New arrivals are not to be permitted to leave the accommodation site, other than for work on the same farm as they are accommodated at, for a full 14-day period except for exceptional circumstances, which are set out in government guidance [here](#).
- If transport is needed to take self-isolating workers from one area of the farm to another, they should travel in their cohort groups and not mix with existing workers.
- Support should be provided with shopping and other basic necessities for the 14-day period, as is required.



- Where new cohorts require access to shared facilities, that cohort to be assigned its own timeslot and designated area where possible.
- Where shared toilets are in place no timeslot should be specified, however, additional sanitising products should be made available and associates should be briefed to wipe services down before and after use
- Following the completion of the full 14-day period, providing all staff are not demonstrating any symptoms, they can be integrated into the labour pool as normal.
- If during the 14-day period, any staff demonstrates symptoms, self-isolation and testing procedures as per the below are to be implemented and followed.
- If new associates have spent the 14 days prior to arrival in a quarantine exempt country, they are not required to isolate for any period of time, however where possible they should live, travel and work with other new arrivals for 14 days. The list of quarantine exempt countries can be found [here](#).

Arrivals – Non-Edibles or living off-farm

- Prior to travel, new arrivals should be provided with a letter confirming their offer of employment and naming the location.
- All new arrivals should have a temperature check when they arrive at the accommodation, anyone with a temperature above 37.8°C should be isolated from all other arrivals and the testing procedure should be followed. Carefully monitoring should be conducted for anyone who has been in contact with the arrival that is showing symptoms.
- New arrivals must be grouped into cohorts with other new arrivals that have arrived within 24 hours of each other and are not permitted to live within an existing cohort for 14 days.
- Within 2 hours of arrival, associates should be given information about their working and living arrangements and be briefed on social distancing (this briefing should be in line with current industry guidance). Associates must give written confirmation that they have received and understood this information.
- These new cohorts must self-isolate for 14-day period from date of arrival.
- New arrival cohorts are prohibited from interacting with others outside of their cohort for a full 14-day period from date of arrival.
- New arrivals are not to be permitted to leave their accommodation for 14 days.
- Support must be provided with shopping and other basic necessities for the 14-day period, as is required.
- Where new cohorts require access to shared facilities, that cohort should be assigned its own timeslot and designated area. Where shared toilets are in place no timeslot should be specified, however, additional sanitising products should be made available and associates should be briefed to wipe services down before and after use.
- Following the completion of the full 14-day period, providing all staff are not demonstrating any symptoms, they can be integrated into the labour pool as normal.
- If during the 14-day period, any staff demonstrates symptoms, self-isolation and testing procedures as per the below are to be implemented and followed.
- If new associates have spent the 14 days prior to arrival in a quarantine exempt country, they are not required to isolate for any period of time, however where possible they should live, travel and work with other new arrivals for 14 days. The list of quarantine exempt countries can be found [here](#).

Transport

- Enhanced cleaning schedules and increased frequency for shared vehicles, after each journey
- Ensuring shared vehicles are ventilated well when in use
- Cohorts travelling on large vehicles should be separated by leaving empty rows between them
- Where possible, ensure the same passengers travel with each other when using transport services
- Ensure passengers when waiting for transport stand 2 metres apart
- All vehicles to be provided with hand sanitiser for passengers to use
- Providing tissues and bins



- A daily “self-report of health” process will be required between passengers and the driver to ensure no one is demonstrating symptoms
- All vehicles to display information on good hygiene procedures
- Ensuring passengers wash their hands as soon as possible after leaving the transport
- For accommodated staff, transport cohort groups together
- If there is no option but to share transport with associates who are not part of the same household or cohort, journeys should be shared with the same individuals as often as possible and with the minimum number of people at any one time.
- All passengers travelling to and from work in Pro-Force vehicles are required to wear a face covering
- COVID Wardens should be appointed, or internal facing cameras installed, to monitor the wearing of facemasks

Holiday booking process

- All staff required to notify Pro-Force prior to booking holiday of their intentions regarding overseas travel, including location of travel, so quarantine arrangements can be put into place (where applicable)
- Holiday must be booked to take into account 2-week quarantine period (if applicable)

Symptoms

- In the event that an employee or associate demonstrates symptoms, they are to be supported in returning home as soon as is possible, or are not to come to work. Where accommodated, support is to be provided by means of regular checks and if necessary, support with shopping and similar.
- All employees and associates that are living in the same cohort should also start self-isolating.

Testing

- In the event that a staff member develops symptoms (or lives with someone demonstrating symptoms) they are to be encouraged and supported to book a test immediately. This can also be done by the employer’s portal.
- In the event of a negative test result for the staff member:
 - They can return to work so long as everyone in their household or cohort also tests negative (to keep self-isolating until such a time as this is complete) and;
 - Feels well enough to return to work
- In the event of a positive test result for the staff member
 - Self-isolate until at least 10 days have passed and all symptoms have disappeared.
 - Anyone in the cohort should isolate for 14 days, even if they do not present symptoms
 - Support must be given to the staff member that has tested positive to complete the “track and trace” process. The details to be provided to the NHS track and trace team are details of close contacts. Close contacts are defined as:
 - people they have spent 15 minutes or more with at a distance of less than 2m
 - people they have had direct contact with - such as sexual partners, household members or people with whom you have had face-to-face conversations at a distance of less than 1m
 - The contact must have taken place between two days before and up to seven days after symptoms appeared.
 - Only those that have been in close contact will have to self-isolate, it will not be needed for the extended household or cohort unless symptoms are presented.
- If there is more than one case of COVID-19 in a workplace it should be immediately reported to the compliance department.

Auditing



- Adherence to this policy will be confirmed for each area of the operation by the relevant board member on a weekly basis.
- The compliance department will be conducting weekly spot checks to ensure this policy is being adhered to.

Contingency Planning

In the event that the current situation changes, Pro-Force will ensure that all employees and associates are aware of, and following, the latest in government advice.

If you have any further questions or require any further information, please let us know.

Kind regards,

James Mallick
Compliance and Implementation Director