



OneAIM  
COVID-19 GUIDANCE

SUPPORTING YOUR RETURN TO WORK –  
SELLAFIELD OPERATIONS

## INTRODUCTION

This guide has been prepared for employees who support OneAIM work activities on the Sellafield site.

For some people there will be minimal change and you will continue to work from home. Although, partially opening some of our areas this does not mean that they are open to everybody who normally works there. If you are required to attend the workplace then your line manager will be in touch to explain the arrangements in detail. People who fall into a vulnerable category should continue to follow current Government and Public Health England guidance and ensure you keep in regular contact with your line manager.

The Coronavirus is new to everyone and we must continue to work together and “get through this” pandemic as one team. Never has the Jacobs/OneAIM Culture of Caring been so needed and prevalent in our daily lives.

We recognise that returning to work during the coronavirus pandemic and after a long period away from the workplace can cause apprehension.

We have issued everyone our overarching risk assessment to capture the required hazards and control arrangements to help reduce the risk of COVID-19 to our employees. The risk assessment is available from the HSE team, along with an extensive back to work documentation folder which contains all supporting procedures. Specific risk assessments are required for work tasks and areas which are being gradually opened and these may put in place additional controls outside the overarching risk assessment. Therefore, you must ensure you are aware of the control measures being implemented in your specific area.

The detailed risk assessments are to determine how many people can safely work in every location, considering factors such as social distancing, PPE requirements, operational procedures and a range of other considerations around being able to get to work safely and stay safe and comfortable once there.

This general guide may also help you to familiarise yourself with changes put in place across the site. If you require any additional information and/or support, please consult with your line manager or a member of the HSE team.

We want this guide to ease any apprehension and help your return to the workplace.

### RETURNING TO WORK



### SOCIAL DISTANCING



### LEAVING RADIOLOGICAL AREAS



### CANTEENS



### FIRST AID AND SITE SURGERIES





INTRODUCTION 1. RETURNING TO WORK 2. PREVENTATIVE MEASURES 3. SOCIAL DISTANCING 4. WORKPLACE DISTANCING  
5. SITE & BUILDING ACCESS 6. PERSONAL PROTECTIVE EQUIPMENT 7. LEAVING RADIOLOGICAL AREAS 8. DOSIMETRY  
ARRANGEMENTS 9. CLEANING & WASTE MANAGEMENT 10. FIRST AID & SITE SURGERIES 11. SMOKING/VAPING 12. OFFICES  
13. MENTAL HEALTH SUPPORT

## 1. RETURNING TO WORK

Returning to the workplace after a long period of absence and during the ongoing pandemic situation will trigger a different response for each of us.

The following process sets out how we will engage with you as your workstream is identified as appropriate for restart.

- 1** Your workstream/area will be identified as one to be re-started
- 2** **A workplace/task risk assessment will be completed**  
Your HSE & Lead Management team (in collaboration with the Trade Union representatives) will ensure they are satisfied with the proposed safe system of work and control measures.
- 3** **Your workstream receives a confirmation re-start date**  
You will be contacted by your line manager with details and exact restart dates.
- 4** **Prior to your return to work date**  
You will be issued with a pre-start health questionnaire, this must be completed, or site access will not be permitted. Your line manager will discuss any issues or concerns you may have at this point.
- 5** **On the day of your return to the workplace**  
You must follow the instructions given by your line manager and arrive at one of our work sites to receive your back to work briefing. For any office and welfare changes a member of the team will provide a tour of the area to help familiarise yourself with any changes.
- 6** **Early stage engagement**  
You will have regular workplace conversations with your line manager/Supervisor. Any issues or concerns will be fed to the HSE Manager for discussion with the Lead team and Trade Union representatives.
- 7** **Periodic task LFE sessions**  
Your line manager will review with you any opportunities to improve our arrangements.

## 2. PREVENTATIVE MEASURES

As a result of the COVID-19 pandemic, there has been a requirement to alter some existing site controls and to introduce some additional controls. All the control measures that have altered or introduced are based on the overarching principles contained in advice from the UK Government:

### EFFECTIVE HYGIENE

All the measures we have changed or introduced are to help protect reduce the risk to you and your colleagues from the virus while at work.

Please follow the NHS advice on effective hygiene and handwashing.

Wash hands with soap and water regularly and for at least twenty seconds.

If you do not have easy access to soap and water (for example in controlled areas), use hand sanitiser, but remember that washing with soap and water is more effective.

If you need to cough or sneeze do so into a tissue that you then dispose of immediately. Where a tissue is not available please cover your face when coughing or sneezing and then wash your hands/use hand sanitiser.

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## 3. SOCIAL DISTANCING

One of the key principles of social distancing is minimising contact with others.

Contact can be described as either physical contact (e.g. shaking hands) or being in close proximity to another individual (currently within 2 metres).

The shaking of hands, high fives, hugging and any other physical contact is to be strictly avoided.



Maintain the 2-metre social distance when queuing and moving around the site or our offices.



These measures are not unique to the Sellafield site and are being adopted across society to help stop the spread of the virus.

The following general principles are to be adopted by all our employees and those working on our behalf.

Seating plans in each area should be reviewed and measures put in place to distance people as far as practicable within individual work areas. Please follow the restriction in place in your place of work.



Signage and floor markings are in place at various locations which are there to help with workplace distancing. Site areas such as canteens, building entrances and changerooms across the site will also provide helpful signage and markings.



INTRODUCTION 1. RETURNING TO WORK 2. PREVENTATIVE MEASURES 3. SOCIAL DISTANCING 4. WORKPLACE DISTANCING  
5. SITE & BUILDING ACCESS 6. PERSONAL PROTECTIVE EQUIPMENT 7. LEAVING RADIOLOGICAL AREAS 8. DOSIMETRY  
ARRANGEMENTS 9. CLEANING & WASTE MANAGEMENT 10. FIRST AID & SITE SURGERIES 11. SMOKING/VAPING 12. OFFICES  
13. MENTAL HEALTH SUPPORT

## 4. WORKPLACE DISTANCING AND WORKING IN CLOSE PROXIMITY

Workplace distancing recognises that for some tasks and in some buildings, maintaining a 2-metre separation will not be possible. In these instances, additional control measures must be established and recorded in your task specific risk assessment.

### PROTECTING YOU AND YOUR COLLEAGUES

Please keep a distance of at least 2 metres between yourself and other people where possible. If you are within 2 metres of another person for more than 15 minutes and they have the virus then you are putting yourself at higher risk. Plus, in the event of a track and trace report you may end up self-isolating for 14 days if you receive an NHS text. For close proximity construction tasks, the Close Proximity Worker control measures must be established. These controls must be briefed and adhered to. These controls will identify the safe method of carrying out the task.

The Close Proximity Workers controls may identify you to wear a mask (either P3 half face or full face i.e. Kemira). If Sellafield Ltd do provide you with a full-face respirator for personal reassurance for proximity working, then please retain it for your use and follow their guidance on using and cleaning the respirator. The respirator should be exchanged every month.

**Note that this instruction does not supersede any local rules or operator instructions regarding radiological protection (where normal procedures should be followed) nor does it allow access to controlled areas requiring respirators by non SQEP persons.**

## 5. SITE AND BUILDING ACCESS

- Main Gate is open 24/7 for inbound and outbound traffic.
- Calder Gate is open except for Saturdays and Sundays between the hours of **08:30** and **16:30**.
- WAMAC is open at in muster times only.
- Current turnstile arrangements remain in place and are open as follows:  
Main Gate – 24/7  
North Gate – 24/7  
North Group – 24/7 Mon-Fri, closed at week-ends (from midnight Friday)  
Calder Gate – 24/7
- Station Gate – Mon-Fri 05:15-19:00, Closed at weekends
- Remember to leave a **2m** gap between you and others using the turnstile
- You do not currently need a SOVA to access the Sellafield site in your own vehicle.
- All changerooms are open

If your security pass (P4) has expired, you must not enter site. You must notify your line manager and a suitable date/time will be issued to attend the pass office. The Security Vetting office will be open Mondays 08:00 to 12:00 and Thursdays 08:00 to 15:00.

- Employees will be instructed to clearly present pass to the officer ready for visual inspection (no touch check) on arrival to a gate.
- For vehicle searches please comply with the request from CGF to open all doors, boot and bonnet to minimise contact.
- The security protocol for entering high security areas has been amended.
- Clearly present your pass to the Civilian Guard Force (CGF) officer ready for visual inspection; this can be done from its holder. Wait until a positive confirmation is given.
- Where a walk-through metal detector is in place this should be used following normal procedures after removal of jacket, hard hat etc
- Where there is no installed detector: You will be asked to undertake self-wandering. This will be supervised from at least 2m away by CGF. CGF clean the wand between each use.
- If either check causes an alarm twice, a pat will be undertaken by CGF otherwise access cannot be granted. CGF are provided PPE for when this needs to take place. Those refusing pat down will not be permitted access onto plant.



## 6. PERSONAL PROTECTIVE EQUIPMENT

**On your first day back at your workplace, you will have a team brief. During this brief you will be informed of any changes to local safety arrangements, including the use of personal protective equipment.**

In addition to these local arrangements, please note the following changes to personal protective equipment:

### HARD HATS

For entry to separation, the requirement to wear a hard hat has been suspended if you do not have a personal issue hard hat (i.e. you would normally use a visitor hat). Those with personal issue hard hats should continue to use them. For entry to facilities/specific tasks: In conjunction with the EHS manager/safety advisor it will be determined if a hard hat is required.



### SHOES

Shared shoes can continue to be used in the visitor change rooms, effective hygiene practices should be used including regular hand washing/use of hand sanitiser where washing facilities are not available.

## 7. LEAVING RADIOLOGICAL AREAS

**The process for leaving a controlled area has been temporarily modified.**

Currently, all the Installed Personal Monitors have been switched off. Please read and adhere to the posters in the changerooms for the most up to date information on using the change room equipment.

Additional cleaning regimes have been introduced to maintain hygiene standards for the changeroom equipment in use.

Changes have also been introduced to maximise workplace distances during C3 checks. Please ensure you familiarise yourself with the changes if you work in C3 areas and listen to instructions provided by Health Physics.

## 8. DOSIMETRY ARRANGEMENTS

The wear period of currently issued dosimeters is being extended until 30 June.

This applies to:

- Quarterly and monthly whole-body dosimeters
- Neutron dosimeters
- Extremity TLDs (ring TLD)
- Cap/collar (eye lens) dosimeters

Extending the wear period will not affect the dose recorded on your record for the year.

Requests for routine urine samples and Whole-Body Monitors (WBMs) have been suspended temporarily to prioritise resource on any special samples/WBM measurements requested by Radiation Protection Advisors (RPAs).

Arrangements are in place if additional or replacement dosimeters are required. If you have any dosimetry related enquiries contact the OneAIM Dose Manager or a member of the Site 2 admin team.

## 9. CLEANING AND WASTE MANAGEMENT

### CLEANING

Office and welfare facilities will have a cleaning regime in place for the areas being used and the times/shifts being undertaken.

A vehicle exchange cleaning checklist has been produced if vehicles are to be swapped with others. This must only be done with approval from the Fleet Manager



You can help by maintaining a clean desk, wiping your phone, keyboard etc. at the end of the working day. Antibacterial cleaning products will be available. Items such as cleaning spray can be requested from the cleaners if required. Items such as hand soap, sanitiser, and wipes are all readily available. If working in an SL building these can be requested from the FM helpdesk.

Effective hygiene practices also need to be applied for shared instruments and other portable equipment.

### WASTE

Office/domestic waste should continue to be disposed of in the waste segregation/recycling bins provided. There are no changes to our management of industrial or nuclear waste.

All waste from site 1 & 2 will be double bagged, swan necked and placed in the site 2 bund. It will have a time/date attached to it and not placed in the skips until 72 hours have surpassed.





INTRODUCTION 1. RETURNING TO WORK 2. PREVENTATIVE MEASURES 3. SOCIAL DISTANCING 4. WORKPLACE DISTANCING  
5. SITE & BUILDING ACCESS 6. PERSONAL PROTECTIVE EQUIPMENT 7. LEAVING RADIOLOGICAL AREAS 8. DOSIMETRY  
ARRANGEMENTS 9. CLEANING & WASTE MANAGEMENT 10. FIRST AID & SITE SURGERIES 11. SMOKING/VAPING 12. OFFICES  
13. MENTAL HEALTH SUPPORT

## 10. FIRST AID AND SITE SURGERIES

### FIRST AID

OneAIM will continue to provide first aid provisions, with new PHE advice being added into the first aid plans.

If you are injured at work, continue to use the OneAIM first aiders and HP&S advice if working in Controlled areas as per your risk assessments.

### SITE SURGERIES

In line with social distancing rules, SL have made the decision to deliver some of their Occupational Health Services in different ways.

#### **Statutory Health Surveillance and Task Related Fitness Assessments**

For employees who receive site medicals, these assessments will continue to be provided, where possible, by questionnaire and telephone consultation (if required).

The OneAIM Training Coordinator will contact employees individually with assessment details etc.

If you are not required to attend site and are working from home, medical assessments are not required until you return to the workplace.

### RETURN TO WORK AFTER SICKNESS

#### **Coronavirus related absence:**

If you are returning to work after the following:

- a period of at least 7 days self-isolation due to being symptomatic of Coronavirus yourself – you may return to work on the 8th day if you have not had a raised temperature for the previous 2 days, otherwise you need remain self-isolating until the temperature resolves.
- self-isolation for a period of 14 days due to a member of your household being symptomatic of Coronavirus  
You do not need to be assessed by Occupational Health unless you have ongoing symptoms which might affect your ability to carry out your normal role or contracted hours.

Do not telephone the site surgeries for information about Coronavirus. Please access the up to date information published on the OneAIM notice boards and/or Sellafield Intranet Coronavirus (COVID 19) Information Page and/or visit government and NHS guidelines at:

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) or [www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19).



## 11. SMOKING/VAPING

**Social distancing rules must be observed in the designated smoking areas across site and across other office locations.**

If there is insufficient room inside the designated smoking area, then please wait until someone has left the areas and created a space for you.  
Please remember to dispose of cigarette correctly.

Vaping is permitted in open spaces and away from doorways, but we ask that you are courteous to your colleagues and vape away from other people.



## 12. OFFICES

Partially opening SL or OneAIM offices for those who are contacted by their line manager to attend the workplace to support agreed packages of work does not mean that the building is open to everyone who normally works there.

Unless you are contacted by your line manager to attend the workplace, you should continue to follow current arrangements.

When your line manager contacts you to attend work, they will discuss with you where you should report to, details of any restrictions in place, and details of any specific entry and exit arrangements in place.

There are also things that you can do to help once you return to work:

- Work is ongoing to implement signage and floor markings to help with workplace distancing across the Sellafield site. Please follow all guidance and signage.
- Please remain courteous to your colleagues when moving around office spaces and in stairwells in order to adhere to the 2 metre social distancing rules.

## MEETINGS/BRIEFINGS

- Some meetings and briefings will still need to take place – they should be minimised, and workplace distancing should be applied as far as possible as well as reducing the number of people in attendance.
- Prompts to think about: does everyone need to attend? If it must take place can it be moved to a larger space? Would some written information and a phone conversation be adequate?



- INTRODUCTION 1. RETURNING TO WORK 2. PREVENTATIVE MEASURES 3. SOCIAL DISTANCING 4. WORKPLACE DISTANCING  
 5. SITE & BUILDING ACCESS 6. PERSONAL PROTECTIVE EQUIPMENT 7. LEAVING RADIOLOGICAL AREAS 8. DOSIMETRY  
 ARRANGEMENTS 9. CLEANING & WASTE MANAGEMENT 10. FIRST AID & SITE SURGERIES 11. SMOKING/VAPING 12. OFFICES  
 13. MENTAL HEALTH SUPPORT

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OneAIM can use their employers confidential Employee Assistance Programme (Unum Lifeworks), employees can use to gain practical information and advice covering a wide range of topics affecting health, family, money matters, mental stresses etc. and work.

This is easy to access and confidential. It is available at no cost to you and your immediate family members 24 hours a day, 7 days a week, 365 days a year.

Whether you have a simple question or a complex concern, the service is here to help you and your family with practical information and advice covering a range of topics. Speak to a caring professional counsellor, on matters affecting your emotional wellbeing including relationships, bereavement, stress and anxiety.

During this challenging time, there are Mental Health Champions who have access to their work/personal emails and mobile numbers. They have all committed to providing support whenever needed (outside standard working hours) to help provide support during the pandemic.

### MENTAL HEALTH CHAMPIONS

Mental Health Champions are a point of contact for an employee who is experiencing a mental health issue or emotional distress, helping the person get appropriate direction, and provide early intervention for someone who may be developing a mental health issue.

## Unum LifeWorks

Providing reassurance, information and support

Feel the security and comfort of having someone to talk to.

From simple questions to serious issues, Unum LifeWorks can help you handle both everyday matters and life's more significant challenges.

Access is confidential and is available 24 hours a day, 7 days a week by telephone or online

**Call 0800 048 2702**

[www.unumlifeworks.co.uk](http://www.unumlifeworks.co.uk)

User ID: unum Password: lifeworks



Look for this icon or search "Lifeworks" in your app store to install the Unum LifeWorks Mobile app.

### LEAD TEAM ENGAGEMENT

For a final note the management team will welcome any comments/observations or opportunities for improvements regarding working arrangements.

**How are you?** 

Are you feeling overwhelmed, anxious, worried or irritable?  
 Do you have trouble sleeping or feel like you have no energy?

**We are here to help**

None of us are superhuman. We all sometimes get tired or overwhelmed by how we feel or when things don't go to plan.

Mental Health Champions are a point of contact if you, or someone you are concerned about, are experiencing a mental health issue or emotional distress. They are not therapists or psychiatrists but they can give you initial support and signpost you to appropriate help if required.

There are plenty of different types of support out there, and a Mental Health Champion can help you access them. You may also be interested in <https://www.mhs.uk/oneyou/every-mind-matters>

 Alan Williams Team Leader	 Paul Bennett Team Leader	 Gordon Jones Team Leader	 Alan Bennett Team Leader	 Andrew Williams Team Leader
 Liam Coleman Team Leader	 Lee Williams Team Leader	 Mark Edwards Team Leader	 Mark Hill Team Leader	 Lee Hill Team Leader
 Liam Birch Team Leader	 Simon Taylor Team Leader	 Mark Jones Team Leader		