

Purpose

To ensure that the company reduces the risk of COVID 19 infection and transference clear procedures are required that will reduce the risk/impact of all reasonably foreseeable situations, so that the severity of any situation can be lessened.

Summary

Procedures exist to cover all foreseeable situations. The procedures referenced will be reviewed regularly or in the event that changing situations. Changes to procedures will be reviewed and agreed with site business continuity team members.

What should we be doing every day to protect against COVID-19?

On a daily basis we should

- If we able to work from home, then measures should be put in place in agreement with your Line Manager.
- Sanitise our hands before entering site.
- We must socially distance 2 meters apart, or 1 meter plus additional control measures as stated below
- We must avoid queuing when clocking in and out.
- We must wear a face covering when there is more than one person in a locker / changing room and 2-meter social distancing cannot be achieved.
- We must wear a face covering when delivering or receiving a shift handover.
- We must wear a face covering in all production, engineering, and warehouse areas and when entering offices and where desks within shared offices do not have screens.
- Sanitise our workstation before we start work, and as a minimum at the end of our shift, this includes if working in an office.
- We must continue to social distance, wash and/or sanitise our hands and sanitise our workstation during our working day.
- We must not share pens and or stylus', these are items that are handled by us constantly and will more than likely be contaminated with the virus if we have it.
- Meetings in offices should be kept brief, whilst still maintaining social distancing
- Where possible use a large meeting room, outside areas or video calls.
- Where possible, canteen, toilets and office spaces will implement one-way systems.
- Smoking shelters have additional markers to indicate where to stand to maintain social distancing.
- We must notify our line manager and go home immediately if experiencing COVID-19 symptoms.
- We must not come to work if experiencing COVID-19 symptoms.

What to do if 2-meter social distancing cannot be achieved in offices and other non-operational areas?

The 2-meter ruling has been reviewed, but it has not been removed, we should still be following the 2-meter social distancing rule wherever possible, where this cannot be achieved it has been reduced to 1 meter plus, the plus meaning additional control measures should be put in place.

- radios and music should be discouraged, this is because it encourages people to move closer to each other to hear over the noise level or shout (shouting produces a stronger exhale of breath)
- work side by side or back-to-back
- keeping the activity time involved as short as possible.
- increase the cleaning frequency of shared workstations (operators are responsible for cleaning their own workstations)
- using screens and barriers if possible, to separate people from each other
- reduce the number of people each person has contact with by using 'fixed team partnering'.
- wear a face covering.