

**Guidance on working safely in Operational Areas.**

- Personnel must not gather in groups; social distancing should be maintained wherever possible.
- Personnel delivering shift handovers must wear a face covering.
- When using locker and changing rooms, face coverings must be worn if more than one person is present.
- Outside of shift change over when passing in corridors and walkways personnel should turn away from each other as they pass.
- Face coverings must be worn in all production, engineering, and warehouse areas.
- When using stairs, one individual at time, stairs can be narrow and enclosed.
- Workstations and mobile plant must be cleaned minimum at the beginning and end of every shift by the operator, surfaces such as screens handrails on machines must be sanitised by the operator minimum at the beginning and end of every shift.
- Face coverings are mandated whilst working in all operational areas, excluding offices as long as social distancing can be maintained and where desk partitions and screens are fitted.
- Personnel should not migrate between canteens and smoking areas only use their own departments facilities; this includes the clocking in machines.
- Wherever possible we should reduce our movement between buildings and departments, and only do this when essential, phones and two-way radios should be used wherever possible.
- Use a one-way system wherever possible.
- When using touch screens use a stylus to reduce surface contact or sanitise hands prior to use.
- Where 2-meter social distancing cannot be achieved
  - work side by side or back-to-back
  - keep the activity time involved as short as possible.
  - increase the cleaning frequency of shared workstations.
  - consider installing screens and barriers to separate people from each other.
  - reduce the number of people each person has contact with by using 'fixed team partnering' i.e., one trainer to one trainee.
  - wear a face covering.
- Replenished stocks of sanitising hand gel, sanitising spray and blue roll remains the responsibility of the operator, notify supervision immediately who will contact the facilities team.
- Windows and other openings should be opened wherever possible to allow sufficient natural ventilation.

**REMEMBER SOCIAL DISTANCING IS NOT JUST THE RESPONSIBILITY OF THE COMPANY  
WE ALL HAVE A ROLE TO PLAY TO ENSURE OUR OWN SAFETY AND THAT OF OUR CO-  
WORKERS**