

British Gaskets (Plastics) Covid – 19 Rules and Control Measures Factory 1

Statement: The following rules and guidance have been established to provide safe working environment for you while you are on our premises. It is compulsory for you to follow all the detail listed here for your protection as well as your colleagues. If you feel there are other areas of concern or if there may be some improvement to current standards, please speak with your Management team. You are reminded that you also have a responsibility for your own personal safety, and we ask that you use common sense to better protect yourself and others whilst on the facility.

Arrival at work

1. Enter at personnel entry door to clock in. Use hand sanitiser and apply a face covering before clocking in. If there is a queue please stay at 2 mtr intervals by outside wall to provide correct social distance. After clocking in, follow right of way system markings to Canteen or workstation. Please observe right of way rules by stepping into passing points to give priority and ensure a face covering is worn until at your destination.



Arrival at workstation

1. Once you arrive at your workstation, it will have been wiped down from the previous days shift but you may wipe again. Ensure that a face covering is worn whenever you are away from your workstation. Two machines directly next to each other are considered a workstation.

- II. If you finish your assigned job during the working day and you move to another workstation, you must wipe down the station you are leaving. Please wipe down all touch points on the machine or work surfaces you have touched.
- III. Before you arrive at your next workstation you must use hand sanitiser before you begin your next assigned job
- IV. All shared equipment such as pallet trucks, fork trucks, brooms, mops and tape guns must be disinfected before and after use

Breaktime

- I. If you are entering the Canteen for breaktime, you must use hand sanitiser before entering.
- II. One person, per table and a maximum of 3 people are allowed in the Canteen at any one time.
- III. If you have your break outside, please follow all social distance signage
- IV. Upon re-entering the building follow entry procedures for returning to your workstation, i.e., hand sanitise!



Note: the same procedures should be used for lunch breaks and any subsequent break periods.

Exiting the facility

- I. Please wipe down your workstation touch points and working surfaces before exiting the building

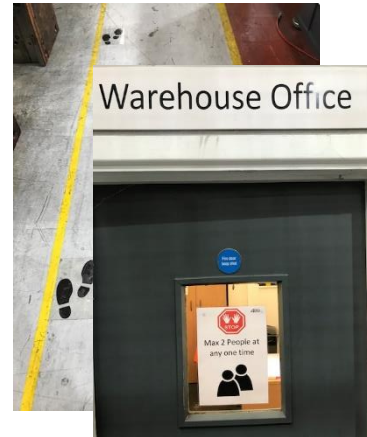
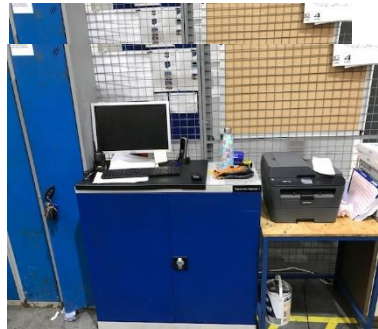
- II. Please queue at appropriate floor marking for clocking out



Special Notes:

- a. Someone has been assigned to wipe down all door handles at the end of the working day
- b. The gate touch points will be wiped down at the end of the working day or gloves will be worn
- c. Start and Finish times to be staggered at 15 minute intervals
- d. Toilets are for one person at a time only and are marked as such. Please wash hands after use
- e. Warehouse and Production Offices maximum occupancy is 2 persons, a operator computer station has been set up outside in the warehouse
- f. Computers: Hand sanitise before use and wipe down keyboard, mouse and screen at the end of the day once switched off.
- g. Where floor markings dictate, please keep to the left and use Passing Points wherever possible
- h. When screen touching is required to set or program machines, you must wear gloves or utilise touch pens as provided
- i. At the end of the day all touch surfaces will be wiped down
- j. Operator changeovers to be at 2 mtr. social distance
- k. Pad Printing Department to have a separately trained Risk Assessment
- l. All plastics staff are required to follow the safe system of work for moving around the facility (PC008) in regards to wearing a face mask/covering

m. IF YOU FIND YOU ARE IN A SITUATION WHERE IT IS IMPOSSIBLE TO MAINTAIN SOCIAL DISTANCING OF 2 METERS, YOU MUST WEAR THE PPE PROVIDED. AFTER YOU RETURN TO SAFE DISTANCES REMOVE PPE AND HAND SANITISE



We have done our best to provide you with the best practical advice following government guidelines. Please be sensible and SAFE!