

British Gaskets Covid – 19 Rules and Control Measures

Main Office

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.

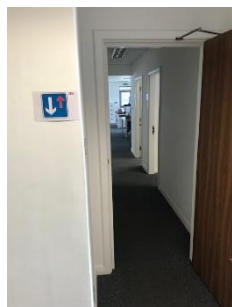
Arrival at work

- I. Enter at main office reception door or side entry door. Use hand sanitiser before proceeding into main office or upstairs.



Arrival at workstation

- I. A priority right of way system has been put in place in the narrow hallways. Please pay attention to signs and give priority where appropriate



- II. Your work station should have been cleaned from the night before
- III. Please use hand sanitiser throughout the day whilst travelling through the office block at the appropriate points



- IV. Throughout the course of the day as you may leave the building, as you re-enter use hand sanitising stations
- V. It is compulsory to wear a face covering when you are not at your work station.
- VI. It is recommended to open windows to allow fresh air movement

Exiting the facility

- I. Please wipe down your workstation touch points and working surfaces before exiting the building
 - i. Screen
 - ii. Keyboard
 - iii. Mouse
 - iv. Telephone
 - v. Desk Matt
 - vi. Front of draws
 - vii. Chair Arms

Special Notes:

- a. Someone has been assigned to wipe down all door handles at the start of the working day from the double wooden doors in reception back to the main office
- b. The gate touch points will be wiped down at the beginning of the working day or gloves will be worn

- c. Toilets are for one person at a time only and are marked as such. Please wash hands after use
- d. Reception area waiting area has been closed. Visits should be kept to an absolute minimum by strict appointment only
- e. Downstairs kitchen facility is for 1 person at a time
- f. Post and packages being delivered to main office should be placed in receptacles provided
- g. Workstation pods have been approved for 4 person occupancy with the protective screens in place
- h. The server room with printer has been designated as 1 person at a time only.
- i. Upstairs Conference Room has been designated as maximum 4 person at a time only. This can be extended to 6 employees if facemasks are worn
- j. **IF YOU FIND YOU ARE IN A SITUATION WHERE IT IS IMPOSSIBLE TO MAINTAIN SOCIAL DISTANCING OF 2 METRES, YOU MUST WEAR PPE. 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!