

## **Coronavirus policy**

### **1. Aims of this policy**

The aim of the policy is to minimise the risk of infection and reduce the possibility of spreading Coronavirus.

This policy supports our duty of care to employees, contractors, customers, suppliers and any other visitor to our premises.

The policy applies to all persons working for or on our behalf of our company in any capacity, including employees, directors, officers, agency workers, contractors, consultants, and any other third party representative.

We expect all who have, or seek to have a business relationship with our company to familiarise themselves with this policy and to act at all times in a way that is consistent with its values.

We will only do business with organisations and their employees who fully comply with this policy or those who are taking verifiable steps towards compliance.

### **2. RESPONSIBILITY FOR THIS POLICY**

The board of directors has overall responsibility for this policy and in ensuring that our Company complies with all its legal and ethical obligations.

The management team have the primary day-to-day responsibility for the implementation of this policy, monitoring its use and ensuring that the appropriate procedures and control systems are effective and where appropriate amended to minimise any potential spread of the virus.

All line managers are responsible for ensuring that those reporting directly to them comply with the provisions of this policy in the day to day performance of their roles.

### **3. COMMUNICATION AND EMPLOYEE AWARENESS TRAINING**

The directors will ensure that relevant staff receive adequate training on this policy.

Line managers will ensure effective procedures are communicated, with training provided to direct reports as applicable.

### **4. BREACHES OF THIS POLICY**

Any breaches of this policy will be taken seriously and dealt with on a case by case basis.

The breach of this policy by an employee, director or officer of the company may lead to disciplinary action being taken in accordance with our disciplinary procedure. Serious breaches may be regarded as gross misconduct and may lead to immediate dismissal further to our disciplinary procedure.

Everybody to whom this policy applies will be expected to co-operate to the fullest extent possible in any investigation into suspected breaches of this policy and or any related processes or procedures.

If any part of this policy is unclear, clarification should be sought from one of the directors.

## **5. MANAGING RISK**

In order to reduce potential risks to the lowest reasonably practicable level and develop a clear action plan, the company will carry out a Risk Assessment of its operations.

## **6. SHARING RISK RESULTS**

Share the results of our Risk Assessment with employees. This will be done by: 1. Ensure we have made all staff aware of the results through a general briefing. 2. Publishing the results of our Risk Assessment on our Notice Boards.

## **7. WHO SHOULD GO TO WORK**

As part of an essential defence supply chain, we are committed to providing the appropriate personnel to meet essential customer demand.

As and when required a review will take place to determine the number of employees required, care and attention to minimise risks and to continue to provide a safe working environment.

Where appropriate employees may be asked to work from home.

## **8. PROTECTING PEOPLE WHO ARE AT HIGHER RISK**

It is our expectation that communications should be two-way, therefore any developments or changes in an individual's circumstances should be brought to the attention of a senior manager or director.

## **9. EQUALITY IN THE WORKPLACE**

It is not our intention to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, ethnic or national origin, religion or belief, sexual orientation.

## **10. SOCIAL DISTANCING AT WORK**

There is no longer a requirement to social distance whilst in the work place, however, the company expects as far as reasonably practicable, for employees to respect co-workers preferences and provide appropriate space.

The company will take account of those with protected characteristics and discuss with workers who have a disability what reasonable adjustments can be made to the workplace so they can work safely.

## **11. MOVING AROUND BUILDINGS AND UNITS**

There is no longer a requirement to social distance whilst in the work place,

however, the company expects as far as reasonably practicable, for employees, customers, contractors and visitors to respect the preferences of their direct contacts and maintain appropriate space.

## **12. WORKPLACE AND WORKSTATIONS**

Whilst at the workstation, office, inspection or in the workplace, customer, suppliers, contractors, visitors and employees are all expected as far as reasonably practicable, to respect their direct contacts preferences and provide appropriate space.

## **13. MEETINGS**

Internal meetings will now be reinstated, meeting rooms must be well ventilated with doors or windows open where appropriate.

Where possible meeting with customers or suppliers will continue to be conducted using one of the available free media services, Microsoft Teams, Webex, Facetime, WhatsApp, etc.

## **14. COMMON AREAS**

The rest area in Unit 31 can continue to be used for breaks, employees are expected as far as reasonably practicable, to respect their co-workers preferences and provide appropriate space.

The company encourages the safe use of the roadways at the front and rear of Units 30, 31, 33 and 37 for rest breaks, employees are expected as far as reasonably practicable, to respect their co-workers preferences and provide appropriate space throughout rest periods.

## **15. ACCIDENTS, SECURITY AND OTHER INCIDENTS**

In the event of an accident, security alert or incident the company's normal operating procedures applies.

Whilst every precaution should be taken to ensure employees maintain an acceptable distance, the severity of the accident, security breach or other incident will dictate the immediate attention required.

First Aiders and Fire Marshals will be expected to evaluate each incident as it arises, taking the appropriate sanitation measures immediately after dealing with the occurrence.

## **16. MANAGING CUSTOMERS, VISITORS AND CONTRACTORS**

Customers, visitors or contractors must be signed in at reception and accompanied onsite by a host.

### **a. MANAGING CONTACTS**

You should promote remote connection with customers, suppliers and potential visitors unless their visit is absolutely necessary.

The procedure for recording attendance in the visitor book is mandatory.

All visitors are welcome to continue to check their temperature by using one of our wall mounted devices, these are located at approved entry points to each Unit. Instruction on how to use the device is available, on the wall beneath each device.

## **b. PROVIDING AND EXPLAINING AVAILABLE GUIDANCE**

Each approved visitor should be briefed by their host as to what is expected from them before entering one of the units. This will include key elements of this policy sections: 10, 11, 12, 13, 14, 16 and 17 along with our standard induction process.

## **c. VISITOR ONSITE WELCOME**

Whilst it is no longer mandatory not to greet customers, suppliers, contractors or visitors with a handshake, we advised you check your visitor preference.

## **17. KEEPING THE WORKPLACE CLEAN**

We expect everyone to play a part in preventing contamination through the use of shared equipment. The company has provided Big Wipes specifically for the purpose of wiping down shared equipment, before and after use.

Housekeeping in your area of work is your responsibility, we therefore expect each individual to maintain a high standard of cleanliness with all waste being disposed of in appropriate bins.

The cleaning of the facility will continue to be supported by a full time labourer who requires all our support to ensure we maximise his/her effectiveness.

## **18. HYGIENE**

### **a. Handwashing**

To aid effective handwashing we have introduced hand washing instructions, these are located in each of our washrooms and should be followed each time you wash your hands.

### **b. Sanitation facilities and toilets**

Toilet cleaning will include an enhanced daily wiping down of handles for external and internal doors.

To minimise the use of the main entry and exit door to the factory toilets these will be wedged open.

Sanitation Units will be provided at each washroom facility, there use is encourage following the thorough cleaning of your hands.

## **19. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Staff and visitors will no longer be expected to wear 'KEEP SOCIAL DISTANCE' tabards.

The wearing of Face Masks is no longer mandatory requirement.

Normal PPE is available on request, this includes Safety Glasses, Gloves, Barrier Cream, Aprons and Overalls.

Any special PPE is issued as a last resort following a Risk Assessment and recommendations, this can include Special Respiratory Equipment.

All COVID-19 specific PPE, for example Face Masks will be held by the departmental manager and issued on request.

## **20. WORK RELATED TRAVEL**

All travel is to be classified as essential or non-essential.

**Essential Travel:**

- Company nominated deliveries/collections
- Incident, accident, or security related travel
- To and from work

**Non Essential Travel:**

- To customer or supplier facilities
- Non related or unauthorised work travel

All essential travel must be authorised by a senior manager or director.

**21. COMMUNICATIONS AND TRAINING**

The company will ensure employees are aware of their responsibilities under this policy by briefing employees.

Any changes in working arrangements impacted by this policy will be communicated by the company in writing or via a briefing.

The signs utilised by the company are there to provide a visual aid to the policy and provide clear guidance.

**22. COVID-19 – Self Isolation**

**When should I self-isolate?**

1. Staff members or customers should self-isolate if they have a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste, regardless of their vaccination status.
2. If you have tested positive for COVID-19.
  - a. In this instance you should isolate for 10 full days, regardless of your vaccination status.
  - b. If you test positive but have no symptoms you must also self-isolate. Sometimes you can develop symptoms during your isolation period. In this case, you must restart your 10-day self-isolation period from the day after you develop symptoms.
  - c. Co-workers who are contacts of individuals who test positive for COVID-19 must also self-isolate for a period of 10 days ***unless they have been fully vaccinated and do not have any symptoms.***
3. If you live in a household with someone who has symptoms, ***unless you have been fully vaccinated and do not have any symptoms.***
  - a. In this instance you should provide a negative PCR test result and maintain you distance from other vulnerable employees.
  - b. Before returning to work you must seek advice from you line manager.
4. If you have been told to self-isolate by NHS Test and Trace, ***unless you have been fully vaccinated and do not have any symptoms.***