

Social Distancing working practices with full production team on site:

Now that we are all coming back together on site, we need to make sure we keep everyone safe wherever possible. The main things to remember are: 2m distancing, hygiene and be considerate. If you have an idea or concern please raise it. Don't be shy about politely asking people to step back if they forget. These are our current plans:

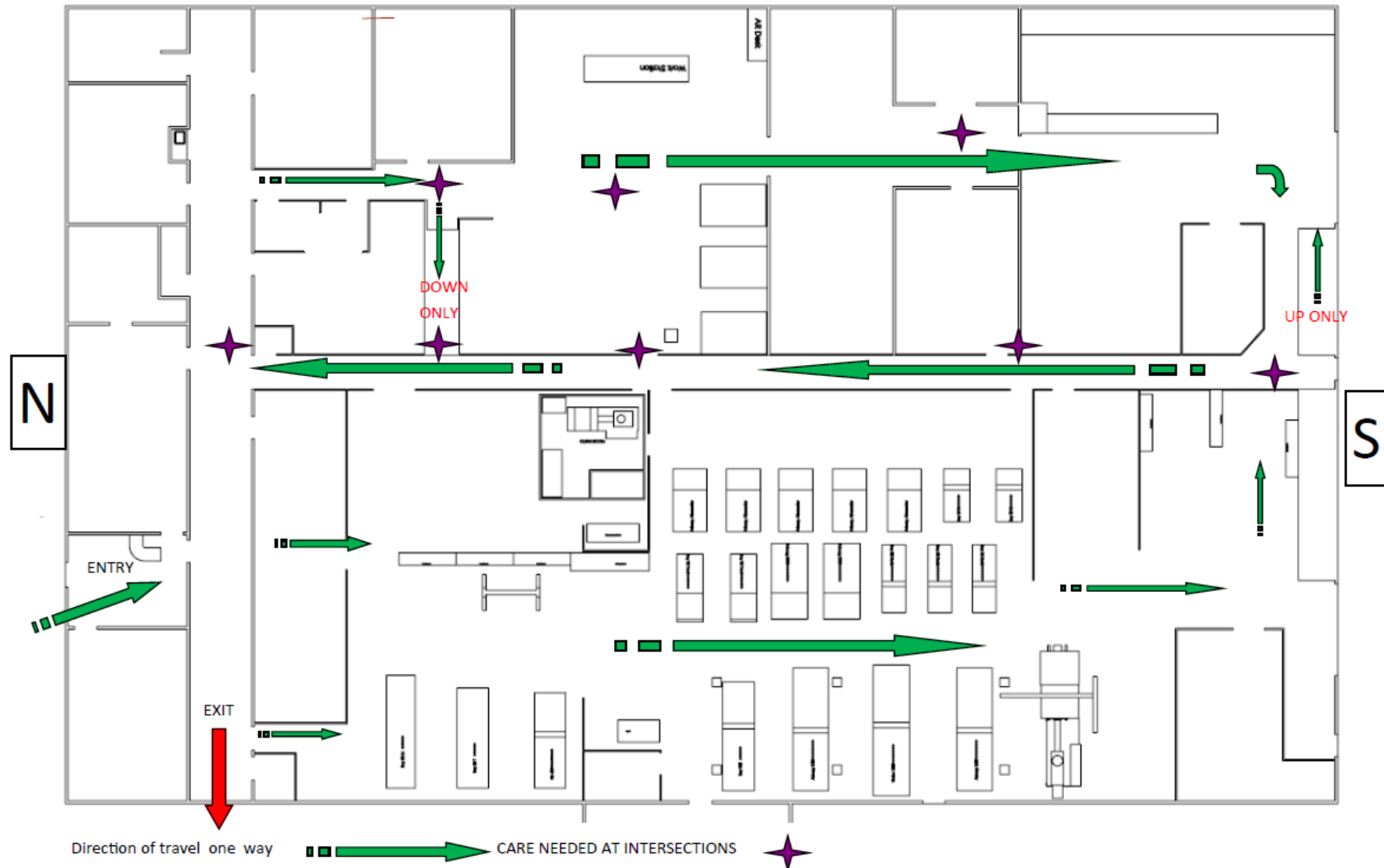
- Red team start at 7am / Finish at 4
- Green team start at 8am / Finish at 5
- All entry to building via front door and exit only via side double doors
- Please wash your hands immediately on arrival before visiting any other part of the building
- One-way system marked around the factory – please observe this as much as possible
- Do not visit offices, stores or other departments unless absolutely necessary (use the phone / your phone / walkie talkie)
- Team Leaders have PPE including blue masks for your use when 'visiting' and some gloves
- No sit-down meetings, no visitors to site without arrangement (except delivery drivers & cleaner)
- Cleaner on site daily if possible
- Maximum of 6 people use normal rest room for breaks
- Meeting room for 'overflow' also maximum of 6 people
- 2m gap between work stations where possible – don't work facing each other
- Continued regular cleaning of work surfaces, door handles etc. by rota in each department
- Two people in ESD room and Thermo Mk 3 at a time
- 2 people max in the ladies and gents; please be sensible and leave if others are already there.

Other points

- Masks protect others more than you; they can therefore be reused.
- We do not have a great supply of masks – write your name on it and keep it with you
- Government advice is that if you have to be closer to someone, then keep it to 15 minutes or less
- This is a shared responsibility so please make sure you do your bit – including cleaning surfaces every day
- We can move equipment to other areas if an area is at risk of being too crowded (just ask)
- Some office staff will continue to work from home
- We don't know for how long these precautions may be necessary

ONE WAY PLAN

- A 'one-way system' is in place for most movement around the building as follows:
- Some exceptions necessary for materials & tools – please make way for these
- Please pause or divert your journey to allow other people space – especially in the main corridors



- o Central corridor runs from Stores to front of building only (North). Route in Finishing and Mould shop to be opposite (South). Far stairs to Cable Cell are 'up' near stairs are 'down' only