

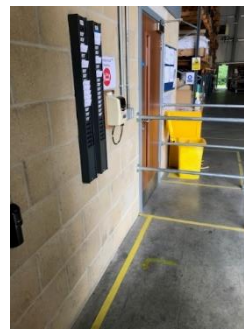
# British Gaskets Covid – 19 Rules and Control Measures

## Factory 2

**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

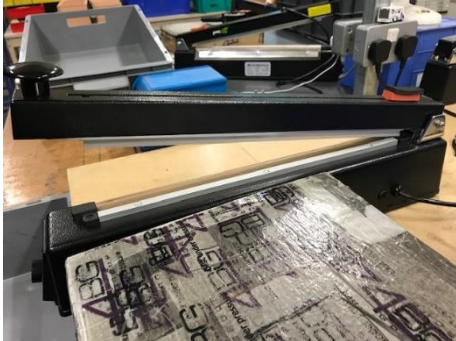
- I. Enter at personnel entry door to clock in. Use hand sanitiser and clock in. If there is a queue please stay at floor markings to provide correct social distance. After clocking in, follow floor markings to Canteen or workstation



### Arrival at workstation

- I. Once you arrive at your workstation, it will have been wiped down from the previous days shift but you may wipe again.
- 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. It is compulsory to wear a face covering when you leave your work station
- V. Mezzanine workers must wear a face covering mezzanine leaving the mezzanine

## Breaktime

- I. If you are entering the Canteen for breaktime, you must use hand sanitiser before entering.
- II. Whilst in the Canteen please follow the signage for queuing while making hot drinks. Please follow same procedures after you finish break to clean cups
- III. One person, per table and a maximum of 6 people are allowed in the Canteen at any one time.
- IV. If you have your break outside, please follow all social distance signage
- V. 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. Toilets are for one person at a time only and are marked as such. Please wash hands after use
- d. Computers: Hand sanitise before use and wipe down keyboard, mouse and screen at the end of the day once switched off.
- e. **IF YOU FIND YOU ARE IN A SITUATION WHERE IT IS IMPOSSIBLE TO MAINTAIN SOCIAL DISTANCING OF 2 METRES, 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!