

CHANGE TO WORKING PRACTICES – UPDATED 24th APRIL 2020

There are amendments to our COVID prevention measures as defined in this document. These changes replace those issued on 17th April and these changes to normal operations will be adhered to by all staff. These safety measures are to be followed without exception. They are to protect yourself, your families and people who are considered to be more at risk of developing severe symptoms, like older people and people with pre-existing conditions. Failure to comply will result in immediate suspension from duties. Disciplinary action will be taken against you and one potential outcome could be dismissal.

THESE NEW MEASURES ARE A HEALTH & SAFETY MANDATORY REQUIREMENT.

1. Amendment to Shift Hours

The following shift hours will apply until further notice:

	Mould			EOL			BUILD			PREP		
	Days	Backs	Nights	Days	Backs	Nights	Days	Backs	Nights	Days	Backs	Nights
Start	0545	1445	2345	0545	1445	2345	0550	1450	2350	0555	1455	2355
Finish	1420	2320	0520	1430	2330	0530	1435	2335	0535	1440	2340	0540

	Warehouse			Maintenance			BVM	
	Days	Backs	Nights	Days	Backs	Nights	Days	Backs
Start	0600	1500	0000	0530	1430	2330	0600	1400
Finish	1445	2345	0545	1415	2315	0545	1355	2155

IF you contractually have different hours to the above, then speak with your manager for guidance.

You will be paid your normal contractual hours during this period.

DO NOT ARRIVE AT SITE BEFORE THE OUTGOING SHIFT HAS LEFT.

2. Clocking in/out

Segregation at the clocking terminals is difficult, therefore, you are NOT required to clock in/out at the beginning/end of your shift, or at your lunch break. The shift manager will clock for you.

3. Moving Around the Site

We have established a one-way system to and from the canteen/locker room areas. These are shown on the site maps attached to this communication. The green walkways have been clearly marked at 2m intervals to ensure staff maintain the recommended distancing. One-way signage and no entry signs must be adhered to at all times.



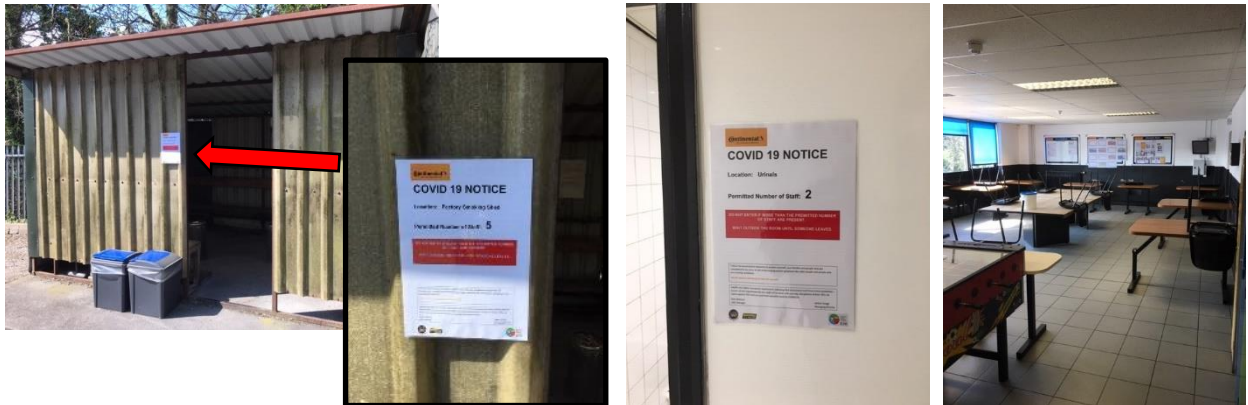
4. Lockers Rooms

Restrictions are in place at the locker rooms; the floor has been clearly marked to ensure safe distancing. DO NOT pass other members of staff to reach your locker, wait until they leave the area.



5. Canteen, Meeting Rooms, Smoking Sheds, Wash Rooms, Urinals, Shower Rooms, Toilets and Offices

Restrictions are in place for the number of staff permitted in areas where people gather. Signage is in each area clearly stating the number permitted at any one time. It is imperative you follow the rules to ensure correct distancing.



6. Water Fountains

These are NO longer available on site and will be switched off with the exception of the Prep area. Prep operators will be provided with water bottles, which can be filled from the water fountain. DO NOT drink directly from the fountain. For all other areas, if you require water, you may get a drink from the vending machine in the canteen using the disposable cups.

7. Wash Room Dryers

Warm air hand dryers and the reusable roller towel system will be no longer available. Disposable paper towels will be provided in all toilet/wash room areas.

8. Face Masks/Visors

Five areas have been identified where face masks/visors are mandatory:

- Casing Selection – Warehouse
- Casing Inspection – Warehouse
- Casing Shearography – Warehouse
- EOL Shearography – Warehouse
- Final Inspection – Factory



If you are required to work in an area where safe distancing is impossible, then face masks OR protective visors must be worn, for example, two maintenance staff members working on a machine, Technical Bay areas.

Two face masks will be provided per shift for each operator. You will receive instruction on how to wear a face mask properly and its safe disposal. Green bins are provided in each area.

One face visor will be issued to operators if requested. These are to be kept and only replaced if they become defective.

If any other staff members wish to wear face masks, we will be happy to provide you with two masks per shift.

9. Cleaning

Cleaning schedules have been created for all toilet, canteen, locker room and rest room areas in accordance with the current guidelines.

All the above measures are according to Continental Corporate Standards, Government and Health & Safety Executive Guidance. A risk assessment has been completed; this will be available to all staff upon request.

Please follow the rules, they are in place for your safety, people are dying, this is SERIOUS.

We WILL not tolerate any of these measures being breached, there are NO second chances.

Follow the preventative measures to protect yourself, your families and people who are considered to be more at risk of developing severe symptoms like older people and people with pre-existing conditions.

We all need to contribute to stop the spread!

Health and Safety mandatory requirement following Risk Assessment and Government guidelines – breach of this requirement by any staff will be dealt with severely. Disciplinary Actions WILL be taken against YOU and one potential outcome could be DISMISSAL.

Rob Atkinson
H&S Manager

Tony Mailling
Operations Director

Arthur Gregg
Managing Director