CORONAVIRUS (COVID-19) POLICY

Introduction
Coronaviruses are a type of virus. There are many different kinds, and some cause disease. A newly identified type has caused a recent outbreak of respiratory illness now called COVID-19.

As of now, researchers know that the new coronavirus is spread through droplets released into the air when an infected person coughs or sneezes. The droplets generally do not travel more than a few feet, and they fall to the ground (or onto surfaces) in a few seconds — this is why social and physical distancing is effective in preventing the spread.

Purpose
This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It’s important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

The essential guidelines employees should follow whilst at work during the coronavirus outbreak including sickness absence, social distancing measures in place and working from home where possible are outlined in this policy.

Scope
This policy applies to all of our employees, any visitors or contractors, to ensure we collectively and uniformly respond to this challenge.

Status
This policy does not confer any contractual rights on individual employees and is susceptible to changes with the introduction of additional governmental guidelines. You will be notified of any changes.

Procedure
These are the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

General hygiene rules:

- Wash your hands more frequently, especially after using the toilet, before eating, after entering the building and before you enter the production units and if you cough/sneeze into your hands (following the 20-second hand-washing rule)
- Use the sanitizers provided around the buildings after contacting communal surfaces.
- Cough/sneeze into a tissue, discard it properly and clean/sanitize your hands immediately. Where this is not possible into your sleeve, preferably into your elbow
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent getting infected
Sick leave arrangements:

- If you have cold symptoms, such as a persistent cough or fever/temperature, and feel poorly, you **MUST NOT** come to work. You **MUST** contact NHS 111 and follow the advice given.
- If you have a positive COVID-19 diagnosis, you must self-isolate for at least 7 days from the start of your symptoms and members of your household should self-isolate for 14 days.
- If someone in your household has symptoms of COVID-19, you must self-isolate for 14 days or 7 days if you develop your own symptoms.
- You can return to work **only after** you've fully recovered and been off for the required length of time (as stated above)
  - You **MUST** attend a return to work interview with your line manager, Production Manager or HR Co-ordinator prior to entering the factory. When you are working on early shift, you will start work at 8am on the day you return to work to enable this meeting to take place.
- **Sick Pay** - The Company Sickness Absence Policy will apply, however, additional SSP is provided by the Government to cover the first 5 days of absence due to Covid-19 symptoms.

Working on site:

- Follow social distancing measures in place at all times. This means keeping a distance of 2 metres, wherever possible.
- The number of people using the canteen is limited to two
  - Other areas have been provided for rest breaks (development kitchen, action room, proofing room).
  - Use additional locker room facility provided to reduce numbers of staff in this area.
- Employees are required to clock in at the beginning of their shift as normal, however, during the outbreak, employees are permitted to leave site at the end of their shift without clocking out, therefore reducing a congregation of people waiting at the hand wash entrance and terminal.
- Staff are to be encouraged to take part in remote meetings – gatherings of groups of people are not permitted.

Work from home:

- Where possible, **office staff** should work from home (to limit the number of staff on site).
- If you are feeling ill, but you are able to work, you can request to work from home.
- If you’ve been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you’re a parent and you have to stay at home with your children, request to work from home. Follow up with your manager or to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request to work from home. You’ll only be permitted to return to the office 14 days after your family member has fully recovered, provided that you’re asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
Visitors / Contractors:

- Visitors and contractors are restricted from visiting company premises without express permission to perform an essential service or carry out emergency maintenance
  - Risk assessment to be carried out prior to arranging visit
  - With consent from visitor, temperature will be taken with digital thermometer prior to entering the factory
- The general hygiene and social distancing rules above also apply to visitors and contractors

Cleaning
Additional cleaning measures have been put in place during the outbreak in order to minimise contamination risk, including additional hours between 9am-5pm specifically cleaning contact surfaces (door handles, pallet truck handles, hand wash stations, hand dryers).

Machine operators are required to continue to maintain cleaning of contact surfaces on their machinery eg control panels, computer screens, keyboards etc

Communication
A Company Risk Assessment is available and displayed

Posters, leaflets, and other materials are available for display

Regular updates regarding Covid-19 are provided to all employees by the CEO/MD

Commitment
FFP’s commitment is to do everything we possibly can to prevent the spread of coronavirus and minimise infection amongst our workforce.