

COVID Secure

This document sets out the measures to be implemented to attempt to mitigate the risks in the workplace. These have been drawn up in reference to latest Government guidelines. With regard to this we have witnessed many changes over the last few weeks as the Government works on a strategy of releasing the lockdown. At this point the virus has not gone away and there is still no cure or vaccine. At this stage I want to make it crystal clear any changes in Government lockdown and social distancing does not mean that it automatically applies in the factory. We all abide by these rules and as things change we will review them carefully, collectively and notify you directly by email if it is deemed safe to make any changes.

Regardless of external changes we will maintain the 2m Social Distancing Rule which significantly reduces the risk of transmission. The reason for this is that if an employee tests positive for the virus, then the track and trace will be initiated and they would then require anyone who has been within 2m of the individual for longer than 15 minutes to isolate for 14 days. If we maintain the discipline of the 2m rule we will be able to keep the operations running.

Before reviewing the inevitable behavioural changes that we all will need to make both within the workplace and to our travel arrangements to and from work we should understand what we know about the virus in terms of how it infects people. At this point the science tells us that the virus is transmitted by droplets entering their victims via the mouth, nose or eyes. These droplets can be transmitted by coughing, sneezing, talking, shouting, laughing or bodily contact such as shaking hands. Unfortunately the virus also remains active on objects and surfaces. Depending on certain conditions the virus can survive many days so when a person touches the infected surface and then touches their mouth, nose or eyes the infection is spread.

Clearly given this information we will all have to change our habits and the following is the latest information available and as scientists learn more about this disease the advice may change:-

- If you feel unwell, immediately tell your Manager preferably by phone, go home, call 111 and follow their advice. (Basically get yourself away from other people).
- Whilst at work maintain a 2 metre distance from all people at all times. (2 metres is 6' 6" the same height as a standard door).
- If you are going to sneeze or cough use a tissue or do it into your elbow. (Bin the tissue, wash your hands and don't touch anything until your hands are washed).

- Avoid all physical contacts, such as shaking hands.
- What is known is that soap and warm water breaks down the virus. That is why it is so important to wash your hands. Minimum 20 seconds and dry them thoroughly. There will be posters in the toilets to remind you.
- Use the hand sanitiser provided for you.

In line with these guidelines the first consideration is to whether or not an employee is able to carry out their duties working from home. This will also reduce the risk for employees who cannot work from home by keeping the number on site to a minimum. Currently there are 54 employees of which 11 employees can work from home. This will reduce the maximum number on site to 43 employees. It is recognised that employees working from home may need to attend work to carry out specific duties. In order to facilitate this those employees must first contact Mr. Tim Dawkins (07793 025803) to arrange a suitable time, set things out if applicable and disinfect the areas visited before and after.

At this stage, under no circumstances, should an employee visit the workplace if they are or have members of their family, living in the same household, shielding (regardless of whether or not you are home working). If there is a need and you cannot complete an urgent matter then you should contact either your immediate line manager or Mr. Tim Dawkins so a review of how this can be overcome without breaking self-isolating rules (e.g. if you need something then we will make arrangements to have the disinfected item delivered to your home).

As has been previously stated the disease is transmitted via droplets entering your body via your mouth, nose or eyes and I ask you to make a conscious effort to monitor how many times you touch your face. By doing this it may help you to reduce the frequency, which may reduce the risk. I will also make the point that there is currently no cure for this disease and the lockdown, by our Government, was put in place so as to reduce the rate of infection. Therefore please remember that there are only two ways to defend ourselves. We maintain social distancing, which we as individuals can control, and the unknown quantity of our personal immune system. If both of those fail, then you are in serious trouble. Not to mention that by the time you realise you are infected you would have probably infected your immediate family who live with you.

The guidelines currently state that there is no need to have additional PPE than you would normally use at work. A controversial topic is the wearing of face coverings. Only the medical masks offer protection and these are reserved for front line medical staff treating COVID-19. Other face coverings do not offer you protection from the virus but may offer others some protection if you are infected. The best practice is to maintain the 2 metre social distancing and frequent washing of hands.

We have opened the factory with a skeleton crew as part of our preparation to a full return to work at some point in time. This commenced on April 20th 2020 and has worked well. We have incorporated those workplace changes in this document and as you would expect as the number of employees increase then these rules have been reviewed accordingly. It is important to understand that these are the rules that you must abide by to work at voestalpine Rotec Ltd. The Company will not tolerate a unilateral change to the rules on the grounds of what other companies are doing. If we are to change the rules then this needs to be carefully considered and communicated clearly by the Managing Director.

At this stage I am sharing this document with the trade union representatives as well as all employees. This is in line with Government guidelines but most importantly this pandemic is unprecedented and I would welcome suggestions that can be considered to make the workplace as secure as practicable. Although you may not have received a letter or advice from your GP some employees may feel nervous about returning to work. If this is the case then in the first instance please discuss this with your Line Manager or in the cases of Production employees Mr. Keith Wileman (07872 455985). It is recognised that the changes that have been made and the ones we are asking you to undertake may affect employees' mental well-being. We are not experts in this subject however, I would like to remind you that the Company offers to all employees the opportunity to join the Simply Health Scheme, which provides a telephone counselling service. As this is at no cost to the employee the Company will automatically enrol you on to the scheme if you are not already a member. If you do not wish to be enrolled then please email Mrs. Lynn Thorpe (lynn.thorpe@voestalpine.com).

As you can appreciate, we cannot operate in the factory as we used to. We must make sensible changes that will be for your safety. **You will need to acknowledge this email and state that you will follow the rules, outlined in this document and in the Covid-19 Secure feedback point's document, before we will allow you to enter the workplace.** I am sure that you all understand the gravity of the situation we find ourselves in and that the vast majority of us will take a sensible approach to compliance of the new temporary working practices. **Failure to comply with the changes below will result in you being immediately sent home and disciplinary action taken in the form of gross misconduct that may lead to summary dismissal.**

Consideration of eligibility to work

Employees returning to work will be based on the skills needed to support the activities required to be undertaken.

The Company has taken the decision that:-

- Any employee who has a member of their immediate family that lives with them, that are shielding, will not be asked to return to work until we have clearer understanding of the risk. This will usually be the advice given by your GP.
- If an employee who has a member of their immediate family who is shielding, would like to make their own decision to return to work, should inform their Line Manager or Mr. Keith Wileman. You will then be considered with all other eligible employees based on the skill set the Business needs.

Arriving to work

- No sharing of cars unless you live together.
- The bicycle rack is a communal area and therefore closed. Those employees who choose to cycle to work upon notification to Mr. Tim Dawkins will be given an area to store their bicycle inside the factory for the duration of the their shift.

Moving around the factory

The factory will where practicable operate a one-way system in order to minimise the “pinch” points, such as doorways, stairs, etc.

- Entry into the main factory (at all times) will be via the door nearest the bicycle rack and all employees will exit via the door next to the Quality Laboratory. If you are based in the main building do not enter the Sinico Hall so as to keep the traffic between the two buildings to a minimum.
- This poses a problem for entering the Quality laboratory which will only be used by employees needing the equipment contained therein. Exit from the lab will be via the fire door in Keith’s office and you will enter the main building via the door next to the bicycle rack. If you are going to the Sinico Hall you will go via the yard’s pedestrian gate.
- If you are based in the Sinico Hall, we will plan the workload to minimise the traffic between the two buildings, please enter the yard through the pedestrian gate enter through the left door and exit through the other door. Do not go into the main building unless you are instructed to.
- If you are based in the finished goods area the two pedestrian doors leading to the canopy area will only be used by logistics and again a one-way system will be designated.
- Access to the offices in the main building will be via the main factory door adjacent to the display area. Entry back into the factory will be through the door behind the display area.
- Whilst we will require you to minimise your movement and remain at your workstation. Inevitably we cannot stop all movement so when we have to move around the factory the following will be adopted. If you have to go

from the main building to the press area (e.g. to go to the toilet), you should enter via the doorway nearest the vending machines and return back into the main building through the doorway adjacent to Press 68.

- When moving up and down the gangways keep to the middle. If there is another employee coming the other way move off the gangway on the machine side to maintain the 2 metres. Do not go to the office side in case someone exits an office. It is recognised that we are sharing a FLT gangway in some areas but the frequency of FLT use is light. In any case the driver will be instructed to stop on seeing a pedestrian and sound his horn for you to move to a safe place for the truck to pass.
- Entry into the main reception will be via the front door or the toilet door side from the factory. Exit from reception for employees will be opposite door to entry.
- The door to the upstairs offices will remain locked and only accessed by Mr Tim Dawkins to allow office workers to carry out duties that cannot be completed at home and retrieve prints from the photocopier, etc.

Entering the workplace

Initially hours of work are 06:00 to 14:00 (overtime kept to bare minimum) but at some point two shifts will have to be implemented. The start time for the 2 shift pattern will be 05:45 Hrs to 13:45 Hrs and 14:15 Hrs to 22:15 Hrs. All employees on the morning shift must be out of the building by 13:55 Hrs. The afternoon shift cannot enter the building until 14:05 Hrs. The Shift start / finish time may change based on employee consensus.

- Tim, or an employee designated by him, will unlock first thing in the morning and sanitise handles and lock at end of working day. The door will be propped open so no one needs to touch it.
- You will be clocked in and out by the Shift Supervisor / Line Manager. Tim or an employee he designates, will sanitise the clock machines and cards when opening up and just before the end of the shift. Please do not touch the clock machines or cards.
- Employees come in one at a time 2m apart. Cones will be used to denote 2m.
- No employees congregate. Employees remain 2m apart at all times.
- Communication face to face must be avoided. All communication must be from a 2m distance, avoid facing one another. If possible use your mobile phone. You are working in a loud area, move to a quieter area such as outside to communicate but avoid facing one another.

- Whilst the Workplace Regulations state that we must provide changing facilities, within our COVID-19 risk assessment we have identified this as high risk. Temporary arrangements will be put in place the detail of which is described in the Covid-19 Secure feedback point's document.
- The same Team Members will be kept on the same shift where practicable.
- The high traffic areas will be regularly disinfected using a cleaning regime.
- All employees must wash or sanitise their hands before starting work. You will be issued with hand gel with your name on it. Do not share it.
- Temperature testing will be conducted but it is possible to carry the virus and not have a temperature. Employees can bring their own thermometer if they prefer to take their own reading and tell us the temperature.
- Where machines are shared from shift to shift, for example, we will provide the on-coming employee facilities to disinfect the machine and workstation.
- The half-hour gap between the shifts will be used to disinfect high traffic areas.
- If you have a toolbox, do not share your tools and do not take tools from other employees' toolboxes.
- Shadow boards on Sinicos will be designated to employees.

During work

- You will operate your own set of machines and computers will be designated for single use, or an employee designated for entering figures, etc.
- Vinyl or nitrile gloves to be worn whenever possible, base layer below other gloves if required. Central bin to be used for disposal. Double bagged.
- The rest room will be closed. It is not possible to have more than 1 person in there at a time and maintain a safe distance. It is understood that the Company must provide rest rooms however the COVID-19 risk assessment identifies this as high risk. The taking of breaks will be detailed in the Covid-19 Secure feedback point's document.
- All the vending machines will be switched off. Communal areas are of higher risk so if we reduce the number we reduce the risk. (Team members will need to bring in their own refreshments). It is understood that the Company must provide drinking water and hot water for drinks. We therefore request that employees bring in their own drinking vessels. The Company will provide a

hose or something similar that will allow you to slip over the handle so there will be no need to touch the drinking urns. You all keep 1 in your pocket so there will be no sharing.

- No eating or drinking at your work station (it's not hygienic and you are putting your hands to your face!)
- Do not enter any other employees' office.
- Use of toilets. The site has four toilets accessible from the factory. However it is difficult to maintain the 2 metre rule in all but 1 of them. For employees we have 3 toilets available. (We have designated the toilet next to the Goods Inwards office for drivers entering the site in line with Government Guidelines). The use of the toilets will be restricted by area, if you work in the Sinico Hall you will use the toilet only in that building. As all toilets are too small for social distancing they will be limited to 1 person at a time. A cone will be placed by the doorway in the factory. If you need to go to the toilet use your foot to move the cone to the centre of the doorway so other employees will know that it is occupied. (The PLC room will be accessed via the front doors).
- In certain work related activities you may be required to handle documents which have been handled by others. As stated it is believed the virus can be present on paper for up to 4 hours as a result we will provide sanitisers so that you can sanitise your hands after handling such documents. Do not share pens, etc.

At breaks

- Wash hands before and after.
- Where to take a break is a concern as the canteen is too small to respect social distancing. Detail of where you will take your break is contained within the Covid-19 Secure feedback point's document.
- As with all communal areas the smoking shelter will be closed and smoking (including e-cigarettes) will not be permitted on the premises. We cannot allow adhoc areas as we are using the outside of the building to move around the plant and this could create "pinch" points. Consideration must also be given to non-smokers who may not wish to inhale second hand smoke. The cigarette butts are a potential source for infection, often discarded on the ground and even if they are not, somebody has to take an unnecessary risk in the disposal of them.

Going Home

- At the end of your shift wash or sanitise your hands.
- A Shift Supervisor or Line Manager will clock you out. Do not touch the clock machines or cards.
- Leave the premises no later than 13:55 if you are on the early shift.
- Do not congregate outside on the car park.

Maintenance Activities

- We will designate one Maintenance employee who will carry out all welding. There will be no sharing of equipment or weld masks.
- Job cards will operate as normal and after placing a card in the rack you wash or sanitise your hands. No sharing of pens, etc.
- Maintenance remove the card sanitising hands before and after. It is believed that the virus can survive up to 4 hours on paper & card.
- Vices in the maintenance area are 2 metres apart and team members are working side on.
- Any spares required from upstairs will be fetched by Mr Tim Dawkins.
- Sanitise hands before and after getting fittings from the storage containers behind the benches and items from the cupboards.
- It is not often that work requiring 2 employees need to be carried out. Should this be a requirement then a separate risk assessment will be conducted prior to the undertaking of the work.

Employees working in offices

The office employees that we are asking to work from the workplace spend a high proportion of their time “hands on” in the factory and therefore it is not possible for them to work from home. Having said that, if you know that you have an activity (e.g. Design work, programming) that would mean you being desk bound for a few hours then you should do this from home to minimise the number of people in the office area.

- Do not work in an office with the air conditioning on. The units will be isolated for this reason. The issue is that the unit is recycling cooled air and they will not filter out the virus which can remain active airborne for up to 3 hours.
- Make sure the office is well ventilated by opening the windows. This will dilute any potential droplets in the air.

- Do not sit face to face. If this is unavoidable then a screen will be placed between you and your colleague.
- Do not have face to face meetings use your mobile phone or go outside but don't stand face to face.
- Office stations cannot be shared nor desk phones.
- Use your own office stationary.
- Avoid meetings in offices.
- As the employees in offices are in there for relatively short periods, if you do share an office arrange with your colleagues so only one of you are in the office at any given time.
- The Quality Laboratory is not large enough to double as an office. To allow continued use the Quality Engineers will be relocated to other office areas.

IT Server Room

It is not possible to switch off the air conditioning units without affecting the function of our IT system. Fortunately, for most of the time it is unmanned, therefore it can remain on and one IT engineer will be designated to access the area for IT purposes.

Site visitors

During this period site visits should be limited to essential activities to allow the business to function, (e.g. Equipment repairs, calibration, project support, etc.). The COVID-19 pandemic does not excuse companies of their H & S obligations and as such their method statements and risk assessments should not only consider the risks pre-virus but also additional measures taken due to the virus. A document will be sent to all of our Customers and Suppliers regarding visit expectations. For that reason the approach will be adopted that visits will only take place if there are no alternatives. To clarify:-

- With modern technology WebEx, video, etc. I see no reason for a Customer to visit.
- To that end I see no reason why we should visit a Supplier unless it is for the delivery or collection of goods. If this is the case we will comply with their site requirements.
- We already have in place a regime for Goods delivery and collection which is essential to the ongoing of the Business. We have made available toilet facilities and other than this area, preparing their vehicle to be loaded or unloaded they must remain in their vehicle. There is no reason for them to have contact with our employees.
- I see no reason for a need to visit a Customer other than for collection or delivery. If this is the case we will comply with their site requirements.
- There are ongoing discussions regarding airlines restarting. If this should be the case the Business stance should be clear. No employee of voestalpine

Rotec Ltd. will be permitted to fly for Business reasons until further notice. If an employee chooses to fly for personal reasons they must self-isolate for 14 days on returning back home, regardless of whether the flight was national or international, before they will be allowed back in to work. If you violate this 14 day self-isolation and return to work it will be dealt with under our disciplinary process as Gross Misconduct and may lead to summary dismissal.

Emergency evacuation

During this period all fire drills will be suspended. However we will continue to test our fire alarms. You will be informed beforehand of such a test. If the alarm is activated and is not a test, you should evacuate the building following the normal evacuation procedures and be at your muster point within two minutes. This is an emergency situation. When at your muster point please maintain social distancing.

First Aid

Whilst we should all be careful and operate safely at work, we do have incidents that require First Aid. If the injury is minor and the injured person is able to address the problem, then first aid should be administered from a safe distance by providing the materials to address the injury. The protocol of recording the injury remains unchanged.

In the case of an emergency, first aid will be administered and the emergency services contacted via 999. First Aiders PPE will be provided in the form of a mask and visor. The First Aider will be designated and the PPE marked accordingly. There will also be a nominated deputy.

As I have previously mentioned these are unprecedented times and the Company recognises that some of the measures contravene some workplace legal requirements such as a clean environment for breaks. However if someone who has the virus, but shows no symptoms, uses the facility then other employees may become infected. We do not need to expose ourselves to this unnecessary risk.

I once again remind you that the only collective defence that we have to this disease, which we do not have a cure for, is to socially distance by maintaining 2m between one another. If you have chosen not to social distance please do not enter the work place. With the recent easing of the lockdown, there is a risk that generally people will think that we are returning to normal. I am afraid for the time being we will all have to get used to a new "normal".

It is a difficult situation and therefore your feedback is very important to get the balance to provide a safer workplace during this COVID-19 pandemic. Please remember that these are temporary arrangements and they will be reviewed from

time to time as the dynamics of this pandemic changes. Any agreed changes will be communicated by the Managing Director in writing.

G. Hitchman

Managing Director

27/05/2020