

COVID-19 Secure Feedback Points

2m Social Distancing Rule

- 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.

Government Announcements

- 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.

Breaks

- As we are banning smoking on site at this time are we automatically moving to one 20 minute break? As the two 10 minutes were always smoking breaks. We will maintain the two 10 minute breaks for those that choose this option. If you are a smoker you will be given 2 10 minute set periods during your shift, which you must adhere to, so the Company knows that you will be off site in case of an emergency.
- I have received and read guidelines and agree to the terms, but can you clarify that the 2 x 10 minutes smoking breaks will still be allowed off site or in the car? You cannot smoke in your car if it parked on the premises as has been previously stated the outside of the building will be used to access other parts of the factory. Therefore it easier to blanket a ban on the whole premises.
- Can I smoke off the premises? We cannot stop you from smoking off the premises but would require you to follow the social distancing 2m rule. We would also request that you have a tin or similar to put your nub ends in. It would be unfair to expect another employee to dispose of them.
- Drinks at machine – Is it possible to have a flask with a handled cup so you aren't putting your hand around it or some type of sports drink bottle where the lid flips up – as with the warm weather or cold it is much harder to go without a drink for a few hours than it is food. Fully understand about not eating at the machines.
- Thought we could have drinks during the shift at our machines?
- The document states no eating and drinking at workstation. Eating not concerned about but to the heatwave we will need to have water at all times during the warm summer months to stop any dehydration. The important matter is to reduce the contamination risk from your hands. A vessel that can be opened and resealed without touching the area contacted by the mouth would be OK. No eating at your machine it's unhygienic.
- Would it be possible to have a hot water urn in the cell like over here – waste of personnel time coming over here to get hot water / should be respecting the rules by staying out of the main factory as much as possible? We will have 2 urns for your use, both will be next to the vending machines in the main building and the Sinico Hall. The vending machines will be turned off. The cold water dispenser will be available to fill your own water bottle the type as described above. You will be given a tool that will allow you to operate both dispensers without touching them and therefore eliminate a multiple handling point.
- Breaks / drinks etc. In my opinion the best course of action is to encourage individuals to bring in their own drink and food daily. In that way it minimises contact from others and some individuals already eat and drink at their workplace. In my opinion if the person cleanses correctly then they are away from others which is better than mixing together. We

will provide a place for you to take your breaks and eat. You will be advised accordingly on your return to work by Tim Dawkins or Paul Francis.

- If we allow any breaks to be off site do we need to establish controls on who is on or off site (as we are not using the clocking machine)? Maybe we should check out what the legality is with having a paid break but leaving the site and going wherever? [This is a valid point as we need to know your whereabouts in case the fire alarm is activated. If you need to go off site during your break please inform your Line Manager.](#)

Multiple Handling Points

- Access to PPE such as ear plugs which are currently in shared boxes and the main cabinet is in the team leader's office. Maybe one individual supervisor/manager issues all PPE to minimise the person's handling it. [This will be managed by Supervisor / Team Leader as they know who will be operating each machine.](#)
- Nothing mentioned about blade sharpening and the handle of blades. [Gloves should be worn when handling blades as they are a cut risk. An Anti-Bacterial cleaner will be available at the machine to allow the user to wipe down the controls before use.](#)
- Recycled Paraffin / Burr master dust particles – how would this be controlled safely as not all the dust particles can be removed by the extraction. [I am not sure I understand this question, the droplets would have to land directly in the kerosene and then pass back to the tank and be pumped back into the bowl feeder. I cannot imagine that the number of droplets in the volume of kerosene will be an issue. Also there is no evidence that the virus could survive in kerosene which has been used in the past as an antiseptic aid. Again with the dust, I am not sure how the droplets from someone can get directly in the dust path and be recirculated, the centrifugal force from the brushes as they rotate downwards would draw the droplets into the machine not away from it.](#)
- How is the recycled solutions i.e. paraffin being controlled as they are breathing the fumes in / is it possible for the solutions to become contaminated? [There is no evidence of solvents being able to hold the virus.](#)
- As it is the biggest singular use in the factory – how is the tube safely controlled? Your op's go onto the back of wagons and tread onto the material and then walk around the factory / onto gantry's / loading – unloading machines – is there a possibility of cross contamination here? [The risk is minimal. Although people may have touched the material, it does not stay on these types of surfaces for the period it is in transit – i.e. Stainless steel surfaces like in your kitchen, it can last up to 3 days / copper 4 hours / 24 hours on cardboard thus by the time it arrives to our premises from overseas it should not be present if it was there at all.](#)
[The lorry drivers have to pull the sheeting back and get back into their cab, only then do our staff interact on the lorry. Where it is deemed possible there is contactless documentation – in that everything is done by email. Where the paper does have to be touched after handling the person should go and wash or sanitise their hands. We have had this regime in place since February 2020 and have experienced no issues.](#)

Cleaning Regime

- In terms of cleaning I would advise that we add a bit more "meat on the bones" here - is there sharing of workstations? What is the cleaning provision for commonly touched parts of the equipment? [When we are on 1 shift it is not such an issue as it is the same operator on machines, when more people come onto site it will become more difficult to manage. However if machines are shared we would provide the necessary cleaning equipment for the employee to clean the machine before use. As a rule we will ask you to disinfect your machine before use. This way you can be satisfied that it has been done.](#)

Changing Area

- Is it possible to have the lockers taken out of the end room for a while and spread around the factory in allocated areas like we used to have in the old days – know it will be a bit harder due to them being in 3's but we would be looking at around 8 to 9 areas.
- The getting changed element of travelling to and from work in your work clothes. Is it possible to set up areas for certain people like you have in place at present where if it isn't possible like mentioned the saws / sinicos, you have somewhere to get changed – one concern is if the area they are working in contains contaminated items and these are on their clothes, then it could be possible to transmit this into your car as you may have washed your hands and followed the instructions but then touch your work clothes and infect areas.
- Having to travel to work in your work wear, which gets dirty why can't we change at our machines? As I do not fancy getting my car dirty smelling of oil & suds.
- Getting changed into work wear: I can agree that some processes are more liable to cause the work wear to get contamination and smell, which is not nice to take into your car/home. Would it be possible to allow individuals to find a space away from others (not in the changing room) and then put on their work wear then at the end of the shift because we have a time gap do the opposite? [The lockers are in threes which makes it more difficult but if employees are happy to change at their machines and we agree an area with each individual, we could as a temporary solution use cardboard boxes 1 for work wear 1 for your own clothes.](#)
- How do we access clean work wear and what do we do with the dirty work wear? [The trolley with the bag in will be taken out of its locker and employees can throw their work wear in the bag in the trolley. There is no need to touch anything. Clean work wear will be put in the lockers as normal by the external provider. Keith will disinfect afterwards and we will place the clean work wear on the aforementioned cardboard boxes. In reality on start-up we are looking at 11 production people. Of which 6 are already in the workplace. So we can review the practicality of this. If employees choose to wash their own work wear in this temporary arrangement this is also acceptable.](#)
- Although it states about using your car or somewhere to get changed or come in your work clothes, he mentioned it doesn't state in the document that you cannot use the changing rooms – explained that it isn't in there at the moment as we have put "we request" about coming to work in their work clothes or getting changed. [This is a tricky one. The Workplace \(Health, Safety & Welfare\) Regulations 1992 states that the Company must provide a place to change into work wear. Our risk assessment and COVID-19 Secure document main focus to keep the workplace safe is all about Social Distancing \(We want to create individual bubble areas, which is your personal area\). We have to comply with the regulation so we provide a changing room. However, we are strongly advising you not to use it. It is a high risk area. If we all agree to the individual areas as a temporary solution we can avoid this area.](#)
- Use of your own car, travelling in overalls, breaks, etc. [Our initial thoughts suggested this as an option. However, through the feedback received from you all, we can abandon this option if we all agree to salient points above.](#)

Shift Patterns

- If we do two shifts could we look at 6 -2 / 2.30 – 10.30? [Yes. The important matter is to minimise the number in the building at any one time.](#)

Travelling to & from work

- Travelling to / from work – if the person has no means of transport other than to use public transport, will they be allowed to observe the rules given and to car share rather than use public transport? [No. There is no car sharing, we believe we have had an incident where people car shared and they have suffered some of the Covid-19 symptoms.](#)

- What is the view on public transport? Employees should avoid public transport to travel to and from work. It is believed that very few employees use this option so we will discuss possibilities at an individual level.

Access around the site

- Op's in the Sinico hall are being asked to avoid the main factory when letting someone know about clocking in / out are we allowed to enter the factory, as you mentioned there are pinch points and we could cause a problem when clocking out. Tim will designate a Manager / Shift Supervisor / Team Leader and give them authority to clock employees at the beginning of the Shift.

Agreement

- If we are working to the agreed current rules do we have to agree to these new ones. Yes. These new rules will supersede the current ones.
- The failure to comply statement. These temporary rules are for your own safety and all your work colleagues. The expectation is that all employees will understand the reasons for the adjustments and act accordingly. However if employees act inappropriately the Company will take the necessary disciplinary action.

General

- What controls do you have (if any) regarding floor markings etc.? As most machines and operating areas are 2m apart, there is no reason to mark the floors also within a short period of time the markings will peel off. More signs will be put up on walls in regard to social distancing, this has worked well to date.
- Could we add a piece in from a lesson learnt about if you have a situation other than not feeling well to contact someone like where it is listed to phone you (Keith) up.
- Remove some of the wording where it leaves it open for interpretation like on the vinyl gloves – it is open as we state wherever possible – could we put at a minimum vinyl / nitrile gloves MUST be worn unless working on Toolroom machinery where due to H&S they cannot be worn. The government guidelines state that unless appropriate PPE in the form of gloves was being used before the outbreak it is not necessary for it to be worn now, we have to be aware that there is still a shortage of PPE and the standard of some of these gloves is not great. The best Finite ones are all being used by the NHS. We currently have enough stock but this can rapidly change as more businesses reopen and the demand increases. I do not want to end up in a situation where we have people who never used this type of glove before the outbreak will refuse to work without it.
- PPE for 1st aiders has this now been finalised? Two face shields and masks are in the cupboard for the First Aider to use, we will nominate one person as the first aider and a substitute for when he is off site. The equipment will be marked accordingly.
- Where there are incidents where gloves have ripped, etc – do we have to record these as near misses or accidents in case something has become contaminated so everyone knows about it? No. We have not reported this in the past, good hygiene, frequent hand washing and sanitising is proven to be more protective than wearing gloves.
- I am concerned that although it will be possible for me to use the equipment (Faro arm) on the occasions I need the minimum 2 metre distance from the Quality Engineers will be impossible for either to enter and leave the lab from their desk without me moving out of the way each time. The Quality Engineers will be temporarily relocated to the meeting room next to Tim's office. I would suggest the Lab is out of bounds for everyone but Quality personnel. Fobs will be programmed accordingly to restrict access. A wireless door bell will be fitted to let QC know that their services are required. Please use the tool provided for the Hot Water Urn to ring the bell.
- On recent visits there have been a number of personnel in and out of the lab to speak to Keith (who did all exercised appropriate social distancing within the guidelines currently issued). The Quality Engineers will deal with any Production issues and as they are relocated

there will be less traffic through the lab. The door to the main factory and the meeting room will be propped open so that you can get their attention.

- The lab is not well ventilated, on recent visits I've had to switch the aircon off each time and open a window but only one of the three windows opens meaning air circulation is poor. We will operate the lab with the air conditioning off and the window will be repaired to allow better circulation.