

## **Marston Foods Ltd. Covid-19 Policy**

### **Policy Brief & Purpose**

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. All employees and site visitors are required 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.

NB. This coronavirus (COVID-19) company policy will be responsive to changes, including the introduction of additional governmental guidelines. If so, updates to this policy will be issued as soon as possible.

### **Scope**

This coronavirus policy applies to all of our employees who physically work in our offices and factory. For the purpose of this scope the factory and office environs are considered to be within a Controlled Area. Any persons entering from outside shall therefore be considered as transferring from an Uncontrolled Area, and as such, shall be subject to the prerequisite rules of entry - see Site Entry and Visitors Protocol.

### **Policy Elements**

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus contagion. We require our remote working personnel and contractors to read through this policy, to ensure we collectively and uniformly respond to this challenge.

### **Vulnerable Employees**

Employees classed as Vulnerable on medical ground must be subject to a full risk assessment to ascertain any increased risk at their place of work (HR/Technical Manager to advise on individual Risk Assessment (RA) outcome).

## **Office Area Control Measures (including site visitors)**

### **Visitor Protocol - External Visitors to Site**

No external visitors are permitted without prior permission.

All visitors to site must complete a Marston Foods Visitor Health Questionnaire – Coronavirus - (Doc 4.2.1b). Where possible this should be sent out in advance and returned completed so that a risk assessment can be conducted by the line manager in advance of any planned site visit. If any of the questions result in a 'YES' then the completed questionnaire must be immediately referred to the Technical Department in order for a full safety risk assessment to be conducted.

**NB. All visitors shall be subject to a temperature check on arriving at site.**

### **Temperature Checks - Visitors**

Any person displaying a high temperature above the stipulated threshold temperature of 37.5°C will be re-checked. If any visitor's temperature is verified as above 37.5°C then the Technical Team must be informed. Visitors with a high temperature will be refused entry to site and advised to seek a medical assessment including Covid-19 testing.

Visitors who have answered YES to any of the questions on the Visitors Health Questionnaire (Doc. 4.2.1b), or to Q1 & Q2 on the Temperature Check Sheet (Doc.1.8a), must be risk assessed by the Technical Team prior to entering site.

**NB. Visitor must not enter premises until the all clear is given.**

### **Temperature & Movement Control Checks – On Entrance to Offices**

All office employees shall be asked to undertake a temperature check on starting work, on their first day on return from sick leave, returning from holidays, or as deemed necessary by the company, based on continuous assessment of current coronavirus contagion levels.

Staff shall also be asked to verify any potential contact with persons testing positive for Covid-19, or if they have themselves been displaying any symptoms associated with Covid-19 infection (Q1). They must also be asked to verify if they have been abroad prior to returning to work and, if so, which countries they have visited (to then be checked by technical once informed (Q2)).

Any staff member displaying a high temperature above the stipulated threshold temperature of 37.5°C will be re-checked. If any staff member's temperature is then verified as above 37.5°C then that person will be sent home and advised to seek a medical assessment/Covid-19 testing.

**NB. The Technical Department must be informed of any verified high temperatures readings recorded for both staff and visitors.**

### **Office Staff – Hand washing & Social Distancing**

All employees must sanitise hands before entering the main office areas and as often as required on leaving or re-entering each office area.

All employees are advised to “get into the habit” of washing their hands with warm soapy water in between tasks, after using the toilet and before and after eating, ([20-second hand washing-rule](#)), prior to applying sanitiser.

Observe the current 1-metre plus social distancing rule at all times. Face masks are made available to all staff as PPE to be worn where the 1- metre plus requirement is not achievable or practical within the environment.

Where possible open the windows regularly to improve ventilation.

If using hot desk facilities, then ensure that the area is fully sanitised before and after use. If a Hot-Desk PC or a laptop/PC allocated to someone else is to be used, then ensure the chair and desk area have been thoroughly cleaned and that the PC device screen, mouse and keyboard have been fully cleaned and sterilised using sani-wipes.

Hand sanitising stations are to be found at office entrances and at key locations where hand sanitisation might be required, e.g. kitchen area. Both soap and sanitiser dispensers are to be found at all toilet facilities

### **Face Masks**

Face masks are made available to all employees and the wearing of face masks whilst working in close proximity, is generally recommended, however may be mandatory for certain tasks and environs where the current 1-metre plus rule cannot be complied with, or where such precautions are deemed necessary by risk assessment, e.g. movement between areas (roaming) – see wearing of face masks Step Guide.

## Coughs and Sneezes

If you need to cough or sneeze the office area, do this into a tissue. If necessary, sneeze into your hands or sleeve. If necessary, use a disposable wipe then -

- ✓ Dispose of any potentially affected tissues (factory waste bin) and clean/sanitise the area immediately using sani-wipes
- ✓ Wash and sanitise your hands immediately.
- ✓ Replace PPE face mask if required

Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. If you find yourself doing this then consider washing your hands and re-applying as above.

If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and immediately inform your line manager. The technical department will then conduct a risk assessment which may require a temperature check. Any person deemed to be at risk may be sent home, asked to self-isolate and be advised to seek a medical assessment/Covid-19 testing.

## Temperature & Movement Checks – On entrance to Factory

All factory employees shall be asked to undertake a temperature check at regular intervals, e.g. on starting work, on first day on return from sick leave or holidays, or as deemed necessary by the company, based on continuous assessment of current coronavirus contagion levels. Employees shall also be asked to verify any potential contact with persons testing positive for Covid-19, or if they have themselves been displaying any symptoms associated with Covid-19 infection (Q1). They must also be asked to verify if they have been abroad prior to returning to work and, if so, which countries they have visited (to then be checked by technical once informed (Q2).

**NB. The Technical Department must be informed of any recorded high temperatures or positive answers to Q1 & Q2.**

## Becoming Unwell at Work (all employees) - Additional Precautions

In the event of any employee taking ill at work then a full risk assessment must be conducted to ascertain if there is any risk of Covid-19 contagion associated with this employee. They must then be sent home to self-isolate for 14 days and advised to seek medical advice, including being tested for Covid-19. The Technical Team must be informed and will advise on any additional precautions required, including re-

disinfection of any area identified as at risk as well as Covid-19 testing of any employee deemed to have had close contact prior to any employee taking ill.

### **Factory Production & Stores Area Controls**

Sanitiser stations are located at all factory and support (office) entrances and are also to be found in key locations where hand sanitisation might be required, e.g. changing areas. Both soap and sanitiser can be found in changing rooms, at factory entrances and in all toilet and rest room areas. As with all controlled area hygiene rules Avoid touching your face, particularly eyes, nose, and mouth, with your hands (as per prerequisite hygiene rules for that controlled area).

If you need to cough or sneeze in a food production area (where PPE is worn), then do this into your hands or cough/sneeze into your PPE gloves or sleeve. If necessary, use a disposable wipe then -

- ✓ Dispose of any potentially affected PPE (factory waste bin) and clean/sanitise your hands immediately.
- ✓ Wash and sanitise hands and sanitise area using sani-wipes
- ✓ Replace PPE (including face mask if required) and re-apply sanitiser to hands and gloves as required

### **Factory - Starting Work**

- Starting times to be staggered where possible
- Maximum of 6 people allowed in the HC & LR changing room at any one time
- Where possible, staff to be assigned a work area for the day (or part thereof) Equipment such as pens, knives, label guns, ladles to be assigned and controlled as single use only depending on routine hygiene requirements.
- Where feasible, teams to be kept together and kept as small as possible with required PPE and face masks worn at all times
- If a 1-metre plus distance cannot be achieved then staff should work side by side where possible, avoiding face to face working.

## **Hand Washing & Sanitising**

Both soap dispensers and sanitisers can be found in all toilets/rest rooms and at all handwashing stations. Sanitiser stations are also located at the factory entrance and are positioned at key station points and prerequisite hygiene areas, such as toilets, rest rooms, hand-wash sinks in changing areas and at factory entrances. Sani wipes can also be found at most factory and office hand wash stations and in designated hygiene areas.

## **Production Staff - PPE & Face-mask Requirements**

Staff must wear correct PPE and observe the required 1-metre plus social distancing rule at all times. Face masks are made available to all staff, to be worn where the current 1-metre plus requirement is not achievable or within the area being worked, or where movement between areas is necessary (roaming). The mandatory wearing of face masks in any area shall be determined by risk assessment (RA),

## **Step Guide to Voluntary & Mandatory Face Mask Requirements**

1. Disposable face masks are available on request and at PPE stations. The wearing of face masks is recommended for all staff, even when able to comply with the 1-metre plus rule and when working in teams.
2. In situations where the current 1-metre rule cannot be complied with then any additional risk must be assessed, any additional level of risk identified, and the risk mitigated. (e.g. where movement between areas is required as part of any task).
3. The mandatory wearing of face masks must be determined by risk assessment as advised by the Line Manager/Technical Manager. Such risk assessments may result in the mandatory wearing of face masks or other control measures involving additional PPE or sanitisation steps being required.
4. There may be other tasks and situations where the wearing of face masks is deemed necessary by risk assessment. This applies to all staff in both factory and office areas within both controlled and uncontrolled areas (visitors, contractors etc.).

## **Risk Assessment**

A Risk Assessment should be conducted for all staff involved in factory tasks and activities. These RA's shall be carried out by the relevant line manager to determine any mandatory PPE/face mask requirements. Work surfaces to be cleaned regularly (in addition to routine GMP cleaning required). Hand washing

and sanitisation steps to be repeated and PPE to be changed if any contamination risk is encountered during work operations.

Vat handles, door handles, racks, hand trucks (including forklift controls), to be wiped clean with sani-wipes before reusing. Markings on floors, racks and walls to be observed. Where it is not possible to adhere to the 1-metre plus rule, staff should work side by side (rather than face to face).

### **On leaving production areas**

Ensure disposable PPE (e.g. gloves, sleeves, aprons mob-caps, face masks), are disposed of in rubbish bins.

Overalls must be hung on personalised single use hangers in changing rooms (use disposable named plastic carrier bags if required).

Ensure used overalls are posted into dirty laundry locker.

Staff must observe the current 1- metre plus social distancing rule when sharing break times - this refers to both canteen & toilet areas and also applies to the outside recreational/smoking area.

Staff must take responsibility to ensure the area break areas are left clean and sanitised after use.

Staff must ensure that they wash clean, dry and store any cups, plates, bowls and cutlery/utensils used at break time, after use.

Where possible staff should use only disposable/vending plastic cups available for canteen use and dispose of them in the bins provided.

Management must ensure that the canteen & restrooms are cleaned at a regular frequency which ensure the required hygienic standards are maintained.

If anyone becomes unwell with a new continuous cough and/or high temperature they will be sent home and advised to follow the stay at home guidance for households with Coronavirus (Covid-19) infection. You will also be advised that if these symptoms continue, that you should seek medical advice by contacting NHS 111.

Subject to an initial assessment you may then be directed onto the NHS Covid-19 Website and asked to follow the instructions. This may include being sent for a Covid-19 test, depending on the assessment medical assessment made by the NHS team based on the information you will be required to give prior to any advice being received.

In the absence of any negative Covid-19 test result you may still be required to self-isolate for 14 days based on the initial risk assessment.

### **Taste Panel**

Taste panels are to be restricted to a maximum of 3 panellists until further notice. Normal taste panel rules for individual tasting and disposal of utensils apply. The government advised social distancing controls shall apply. (currently 1-metre plus distancing). Other mitigating controls, such as face-masks, sani-wipes, regular hand-washing, use of hand sanitiser, reduced handling of samples and contact awareness, may also be required.

### **Meetings Protocol**

Where feasible, meetings within controlled environments should be conducted using Team Skype (TS) or other suitable platforms to reduce any risk of Covid -19 contagion associated with close contact. Where meetings are not able to be actioned remotely then they should be risk assessed by the meeting host to determine any additional controls required to further mitigate the level of risk identified by the risk assessment, e.g. If social distancing can't be achieved, then masks must be worn.

**NB. It is advised that face masks should be worn at any meeting where persons from different areas of working are required to be in attendance.**

### **Sick leave arrangements:**

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home
- If you have a positive COVID-19 diagnosis, you can return to the office only after you have completed your required quarantine period, and with a doctor's certificate confirming that you have fully recovered and no longer a contagion risk



### **Work from home requests:**

If you are feeling ill or have been assessed as vulnerable due to age or under-lying medical conditions (e.g. Pregnancy, Asthma, MS, Other), but feel fit for work then you may request to work from home

### **National & International Travel Restrictions**

From 8<sup>th</sup> June 2020, if you are returning from abroad you will need to quarantine for 14 days. Your place of quarantine will be recorded on arrival in the UK and may be checked by the authorities. You will not be allowed to work during this period nor leave your place of quarantine for any reason. You may request working from home however this should have been arranged prior to your travelling.

- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you will be asked not to come to work and remain quarantined for 14 days. You may be asked to work from home where feasibly possible. You may also be referred for Covid-19 testing, depending on the risk assessment deemed necessary at any particular set of circumstances or time.
- If you're a parent and you have to stay at home with your children, you may, where practically possible, request to work from home.
- Discuss this option with your manager or departmental leader to make any necessary arrangements and set expectations.

### **Travelling/commuting measures:**

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews)
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution (see above)
- If you are planning to travel abroad Then you should consider that a 14 day self-isolation period may be required on your return to the UK (please consult with the latest Government Border Control regulations, regarding self-isolation requirements on return to the UK)

**NB. Travel restrictions and social distancing rules and being subject to frequent and regular review by government.**