

Marston Foods Covid-19 Policy

Policy Brief & Purpose

This policy outlines the measures we are taking to mitigate the spread of coronavirus. All employees and site visitors are required to follow all these rules.

Visitor Protocol

No visitors are permitted on site without prior permission. We are only accepting essential visits to site and these must be agreed by the Senior Leadership Team. This is being reviewed on a regular basis.

All visitors must complete a Marston Foods Visitor Health Questionnaire – Coronavirus - (Doc 4.2.1b). **On arrival all visitors shall be subject to a temperature check**

If a visitor's temperature is above 37.5°C, entry to site will be refused and rescheduled.

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 approval has been given.**

Offices and Factory

All employees need to check their temperature prior to starting work, or as deemed necessary by the company.

Employees will be asked to verify any potential contact with any persons testing positive for Covid-19 (Q3), or if they have 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 37.5°C will be rechecked. If the temperature is still high that person will be sent home and asked to have a Covid-19 test. **NB. The Technical Department must be informed of any high temperature readings for staff or visitors.**

Hand Washing & Social Distancing

All employees must sanitise their hands before entering the main office or production building.

All employees are asked to wash their hands with soap 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.

Where possible open the windows to improve ventilation.

If hot desking, then ensure that the area is fully sanitised before and after use, using sani-wipes.

Face Masks

Face masks are available for all employees. The wearing of face masks whilst working in close proximity is mandatory for certain tasks and where the current 1-metre plus rule cannot be complied with, or if deemed necessary by risk assessment.

Coughs and Sneezes

If you need to cough or sneeze do this into a tissue, or sneeze into your hands or sleeve and then wash your hands.

- ✓ Dispose of any 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 coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and immediately inform your line manager.

If anyone becomes unwell with a Covid symptoms they will be sent home and asked to book a Covid test.

Factory - Starting Work

- Maximum of 6 people allowed in the HC & LR changing room at any one time.
- 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.
- Teams to be kept together and kept as small as possible. PPE and face masks worn at all times.
- If a 1-metre distance cannot be achieved then staff should work side by side, avoiding face to face working.

On Leaving Production Areas

Ensure disposable PPE (e.g. gloves, sleeves, aprons mop-caps, face masks), are disposed of. Overalls must be hung on personalised single use hangers in changing rooms (use disposable named carrier plastic bags if required). Ensure used overalls are posted into dirty laundry locker when necessary.

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 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.

Management must ensure that the canteen & restrooms are cleaned at a regularly to ensure the required hygienic standards are maintained.

Taste Panel

Taste panels are restricted to a maximum of 3 panellists, unless held in a larger area. 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 hands, reduced handling of exhibits and contact awareness.

Meetings Protocol

Meetings within controlled environments should be conducted using Microsoft Teams or other suitable platforms if possible.

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 reduce the level of risk identified by the risk assessment, e.g. If social distancing cannot be achieved, then masks must be worn.

Where possible open the windows regularly to improve ventilation and ensure that the area is fully sanitised before and after use.

National & International Travel Restrictions

If you are going abroad, please ensure you have informed your manager – so any restrictions can be checked prior to your time off.

NHS Test and Trace

If you are contacted by Test and Trace and told to self-isolate – you must do this immediately, even if you are in work.

Inform you supervisor or manager that you are self-isolating and send evidence that you have been contacted. As this will be used to work out your return date; information will be checked regarding timings as this may change.

If you have been 'pinged' please contact HR or technical for further details regarding isolation, as legislation regarding this may have change.

Testing

Marston Foods recognises that if a member of staff or visitor has had Covid-19 then they are unable to complete a LFT or a PCR test for 90 days afterwards. HR & Technical Management have a list of staff who have tested positive and when they are able to continue testing.

Relevant Documents

Doc 1.8b Covid-19 Controls

Doc 3.11.1.3a Management of Covid 19 – Decision Tree for Management

Doc 1.8a-e Weekly Covid-19 Temperature Checks