

## Marston Foods Ltd. Covid-19 Policy

Updated to include the latest 4-week Government Lockdown restrictions, (England)

Effective from 5<sup>th</sup> November 2020 TO 2<sup>nd</sup> December



- **Wash hands**  
keep washing your hands regularly
- **Cover face**  
wear a face covering in enclosed spaces
- **Make space**  
stay at least 2 metres apart - or 1 metre with a face covering or other precautions

Signed ----- Sarah Green  
Managing Director

Signed----- Simon Collingwood  
Business Owner

## **Policy Brief & Purpose**

This company policy has been updated to include the latest government four week “Lockdown” restrictions effective from 5<sup>th</sup> November 2020. It 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).

## Covid-19 Site Control Measures

### November 2020 Lockdown Update

Updated government advice is that Covid-19 control measures are based on the following triage. These in addition to any additional control measures deemed necessary by risk assessment, put in place for any task and/or activity within the factory and office environs.



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### External Visitors to Site

#### Temperature Checks & Movement Control Measures –

No external visitors are permitted without prior permission from the Technical Manager or Deputy.

All visitor intending to visit site must submit a Marston Foods completed Health Visitor's Questionnaire (Doc 4.2.1b), no more than 48 hours before the requested date of the visit planned. All visits to be considered must be deemed business critical and will be subject to a full Covid-19 risk assessment, to determine if the visitor is permitted on site. All applications to visit site must be authorised by the technical manager (or representative) and be subject to current site Covid-19 visitor controls (questionnaire and temperature taken on day of visit).

All visitors must undertake a daily temperature check on arriving at site. Any visitor 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 Q1 to Q4 on the Visitors Health Questionnaire (Doc. 4.2.1b), or on Temperature Check Sheet (Doc.1.8a), must then be referred to the Technical Team be risk assessed prior to entering site.

**Referred visitors MUST NOT ENTER PREMISES unless given the 'All Clear'**

### **Temperature Checks & Movement Control Measures – Offices/NPD**

All office/NPD staff must undertake a daily temperature check and complete a short questionnaire (Doc. 1.8g), prior to entering their work area (to take place in reception). This questionnaire asks staff to verify any potential contact with persons testing positive for Covid-19 (Q1 to Q4), or if they have themselves been displaying any symptoms associated with Covid-19 infection. Any staff member displaying a high temperature above the stipulated threshold temperature of 37.5°C must then 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.

On return from sick leave or holidays All employees must also complete a (Doc. 7.4.1.1T), Return to Work Interview Form (prior to commencing work). This will include a check on any countries visited against the current permitted list GOV.UK/Covid-19/Registered Travel List. The Technical Department must be informed of any visits to countries where restrictions apply as a period of 14 days isolation may be required (refer to current list - updated weekly by HR).

### **Temperature Checks & Movement Control Measures – Factory**

All factory employees must undertake a daily temperature check and complete a short questionnaire (Doc. 1.8g), prior to entering their work area (to take place in factory reception area). Questions Q1 to Q4 on the questionnaire asks employees to verify any potential contact with persons testing positive for Covid-19, or if they have themselves been displaying any symptoms symptomatic with Covid-19 infection. They must also be asked to verify if they have been abroad prior to returning to work (applicable to shift workers), and, if so, which countries they have visited (to then be checked by technical once informed).

Any employee 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.

On return from sick leave or holidays All employees must also complete a (Doc. 7.4.1.1T), Return to Work Interview Form (prior to commencing work). This will include a check on any countries visited against the current permitted list GOV.UK/Covid/Registered Travel List. The Technical Department must be informed of visits to countries where restrictions for a period of 14 days isolation may be required. NB. The above arrangements may change, based on continuous assessment of Covid-19 contagion risk levels and current travel restrictions.

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

### **Coronavirus (COVID-19) - PROTECTING EACH OTHER**

**\*Three simple actions we must all undertake to keep on protecting each other**



The infographic is a blue rectangular box containing three white circular icons on the left and corresponding text on the right. The first icon shows hands being washed with water droplets above them. The second icon shows a blue surgical mask. The third icon shows two stylized human figures with a double-headed arrow between them, indicating distance.

- Wash hands**  
keep washing your hands regularly
- Cover face**  
wear a face covering in enclosed spaces
- Make space**  
stay at least 2 metres apart - or 1 metre with a face covering or other precautions

## **Offices & NPD Staff Controls**

### **Wash Hands**

Staff are advised to regularly wash and sanitise their hands and to continually wipe down all working surfaces and equipment, particularly before and after use. This applies to table surfaces, chairs, mouse & keyboards, laptops, telephones, cups & plates, utensils, etc. Sanitiser wipes are made available within all areas and Hand sanitiser dispensers are placed at all entrances and in washroom areas

### **Cover Face**

Face masks are made available to all staff and a risk assessment conducted to determine the face mask requirements for the area assessed. Office and NPD staff must wear face masks whilst walking around (roaming) or working in close proximity with colleagues outside of their allocated 'BUBBLE', or if other persons are present (not within their Bubble). As a general rule, Face masks should be worn whilst standing up and moving around otherwise facemasks can be removed provided their Bubble is maintained and other persons not present.

Face masks need to be worn if persons from another bubble enter their area and the 2 x metre rule cannot be complied with.

### **Make Space**

- A 'BUBBLE' is assessed as being made up of the members of the regular office staff normally associated within any working area on a daily basis. Staff are normally required to stay 2 x metres apart whilst working within this bubble. Where the 2 x metre rule cannot be readily complied with then this can be reduced to 1-metre, provided other effective precautions can be undertaken and where other social distancing rules can be maintained.
- Wearing of a face mask whilst maintaining 1 x metre social distancing.
- Regular handwashing and sanitation practiced
- Persons present are restricted to the allocated bubble for the area

## Additional Office Controls

- 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
- 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.



### **Wash hands**

keep washing your hands regularly



### **Cover face**

wear a face covering in enclosed spaces



### **Make space**

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## **Factory Staff Controls**

### **Wash Hands**

Factory Staff are advised to regularly wash and sanitise their hands over and above the factory prerequisite requirements, that form part of any entry into both Low Risk and High Care production areas. Factory staff will continue wipe down all working surfaces and equipment, particularly before and after use. This applies to table surfaces, chairs, mouse & keyboards, laptops, telephones, cups & plates, utensils, etc. Sanitiser wipes are made available within all areas and hand sanitiser dispensers are placed at all entrances and in washroom areas

### **Cover Face**

Face masks must be worn by all factory employees and must remain mandatory for all tasks and environs. This due to the required movement required between the different levels of operation as the current 1-metre plus rule cannot be 100% complied with.

Face masks may be removed only when sitting down in the canteen or other social recreational areas (smoking areas) and must be re-applied if persons from another bubble enter their social area and the 2 x metre rule cannot be complied with.

### **Make Space**

- Staff are normally required to stay 2 x metres apart whilst working within the factory. Where the 2 x metre rule cannot be readily complied with then this can be reduced to 1-metre, provided other effective precautions be undertaken and where other social distancing rules can be maintained.
- Wearing of a face mask whilst maintaining 1 x metre social distancing.
- Regular hand washing and sanitation practiced
- Persons present are restricted to the allocated bubble for the area

### **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.

## **Additional 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

## **Changes to Work Patterns**

- Starting times and break times to be staggered where feasibly 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**

- Soap and sanitiser dispensers 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

- 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 using disposable named plastic bags to ensure personal coats are separated.
- Ensure used overalls are posted into dirty laundry locker.

### **Coughs and Sneezes**

If you need to cough or sneeze in 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

### **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.

- 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 in the bins provided.
- Management must ensure that the canteen & restrooms are cleaned at a regular frequency which ensures 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 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 4 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 handwashing, 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. 2 x metre plus social distancing and wearing of face masks.

- Face masks must be worn at any meeting where persons from different areas of working are required to be in attendance.
  - A maximum of 6 people to physically attend any meeting given current room sizes and limited conference facilities on site (TS or Zoom may be used to increase meeting capacity)
  - 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.

### **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 negative Covid Test result confirming that you have fully recovered and no longer a contagion risk

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

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.
- Marston Foods continually review and update the permitted travel list in line with government guidelines, however, the most recent update is that due to the recently announced lockdown (5<sup>th</sup> November 2020), the government are still advising against unessential travel abroad. Anyone travelling to a country on the quarantine list will need to self-isolate for 14 days prior to return to work (see current quarantine list)
  - If the country you have travelled to joins the quarantine list during your holiday you will need to self-isolate for 14 days prior to return to work?
  - Any holidays taken during October onwards will again need a NHS Covid-19 test upon return to the UK and staff will need to show a negative test result in order to return to work.

A test online can be arranged immediately upon staff return to the UK:

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

### **Support to help employees self-isolate in their own accommodation:**

The people you're staying with do not need to self-isolate

### **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)