

**FALCONER PRINT & PACKAGING LTD****COVID-19 POLICY STATEMENT**

Falconer Print & Packaging Ltd. is closely monitoring the ongoing coronavirus (COVID-19) situation and taking prudent measures regarding the safety and wellbeing of its employees and associated clients to restrict the risk posed by COVID-19.

Our response is being managed by the Directors and HARA Team, which are attending weekly meetings. We are updating our policies and procedures in line with government advice and taking additional precautions where necessary. Communications have been prioritised, and all employees are receiving updated information on a regular basis.

We also have a series of contingency measures that will be applied to minimize the business impact and risk to individuals' well-being during this pandemic.

Return to work interviews apply for all employees that have been furloughed, shielding, self-isolating or working from home.

Our policies and protocols related to COVID-19 supplement our existing procedures.

**Scope**

The policy applies to the entire site and its operations.

**Business Continuity Plan**

The Business Continuity Plan outlines its effective response to actual or anticipated incidents affecting its business continuity. Specifically, the plan focuses on Falconer's ability to continue functioning as normal.

The objectives of the plan are to:

- Provide a framework through which the key tasks for business continuity management and recovery can be achieved.
- Identify reasonable steps to protect and preserve the health, safety and welfare of employees and others involved throughout activities.
- Maintain an acceptable level of service and operational capability from the perspective of our customers, suppliers and any other interested parties.
- Assign responsibilities for actions in the event of a major incident affecting operations.
- Provide structure for communication with employees and others regarding operational capability and recovery efforts.
- Constant monitoring of suppliers and services and holding extra stocks where necessary.

The BCP sets out the roles and responsibilities of Falconer staff relating to the plan.

**Hygiene**

We have enhanced our hygiene requirements and are providing information, training, and advice to all employees. The following procedures have been implemented:

- Face masks are not mandatory, anyone wishing to wear a disposable face mask can obtain them from their Departmental Manager, a Director or Quality Control.
- All employees have been provided with their own personal sanitiser and sanitising spray.
- Sanitiser has also been placed in all meeting rooms, the canteen, changing rooms and in company vehicles.
- Sanitiser is also placed throughout the site (dispensers placed at entry points to the factory -existing procedure).
- Specific guidance regarding hand hygiene has been communicated to all employees and includes thoroughly washing your hands with soap and water minimum hourly for at least 20 seconds, including when starting work, or re-starting after a meal break, after visiting the toilet or after smoking and when entering production/storage areas.
- Sanitising before entering and when leaving the canteen.
- No sharing of food.
- Sanitising after receiving or opening parcels/post.
- No sharing of office equipment (pens, staplers, hole punchers etc.)
- Sanitising before using coffee/vending machines, toaster, microwave and fridge handles.
- Frequently shared equipment to be sanitized prior to use.
- Clean own workstation prior to use.
- Departmental Managers / Quality Control to be informed when sanitiser and sanitiser spray needs replacing.
- Sanitising spray and towels have been placed at the franking machine, photocopying machine, meeting rooms, kitchen, canteen, in company vehicles, changing rooms, reception, clocking in machine – all will be cleaned prior to each use.
- The Clocking in Machine to be sanitised prior to use.
- Company vehicles must be sanitised prior to each use.
- Bins to be emptied at the end of each shift.

**Social Distancing**

All risks have been evaluated and the following procedures have been implemented:

- Social distancing (Floor markings and signs).
- Employees working on a rotational system.
- Staggered start/finish and break times.
- Equipment repositioned where necessary.
- Drop off / Transfer zones for paperwork.
- Segregated areas – canteen, changing rooms and picnic benches.
- Limited traffic around the factory/offices.
- Changing rooms – only 3 people at a time allowed in the men’s changing room (3 marked areas), no queuing in the corridor, if someone is washing their hands please make sure back to back when passing.
- Only 1 person on the staircases at a time, give way to the person coming down the stairs.
- People in corridors have priority over people exiting from offices.
- Canteen – Designated seating areas x 3, maximum of 3 people in the canteen at any time.
- Limited traffic around the factory – no operatives to visit office spaces, a list of contacts has been placed on the production table, operatives to contact by telephone if something is required.
- No waiting at the water dispenser, fill bottle and move away.
- In the yard social distancing must be maintained, if smoking, sat on the picnic benches (marked areas) and in the event of a roll call.
- First Aiders must wear PPE (gloves, goggles, mask, apron) when attending to someone.
- Gents toilet – only 1 person to be in this area at a time.
- Drop off zone introduced for booking out (Tray on production table)
- Drop of zone introduced for Repro Request documents (Shelf by Sales Director’s office)
- Company vehicles - travelling limited to 1 person per vehicle.

**Working from Home**

Where practical, employees who can work from home, should do so. Measures have been taken to ensure that this is safe and practical for as many employees as possible, including adapting roles and providing technical support. Discussions have taken place with managers/home workers regarding their individual’s situations to ensure suitability. Anybody requiring equipment etc. must contact their Departmental Manager. We have well-established means of electronic communication to keep our workforce connected and working as near normal, e.g., Skype, Zoom, email and conference calls.

### **Travel and Meetings**

All non-essential business travel is halted. Employees are advised to restrict face-to-face meetings and use video and teleconference options whenever feasible. If meetings are essential, take the necessary precautions (PPE provided) and follow government advice.

Visits to the site are by appointment only and must be sanctioned by a Director.

Visitor access is controlled, all visits are recorded. A Visitor Declaration (COVID-19) and Health Questionnaire are completed.

Induction training is given (Hygiene policy CP72/15) and signed as agreed.

Essential works (Servicing, machine repairs, Pest Control etc.) is allowed following induction.

### **Enhanced Cleaning Protocols**

Falconer have enhanced cleaning regimes in all areas of the site and this is monitored by each Departmental Manager and by periodic audit.

### **Self -Isolation**

Any employee exhibiting symptoms of coronavirus, however mild, must follow government guidance and self-isolate. If the employee lives with someone showing symptoms, they must remain at home from the day the person displayed symptoms and follow government guidance, if during this period the employee then exhibits symptoms they must self-isolate and follow government guidance. Coronavirus symptoms include a high temperature, a new, continuous cough or by loss of taste and smell.

The following protocol will be applied to anyone self-isolating:

- The employee will notify their departmental manager and provide details about their recent (last 72 hours) business-related movements, including who they have been in contact with and which surfaces (e.g. workstations, shared office space, vehicles, equipment etc.) they contacted.
- The departmental manager will advise the Directors and HARM team.
- The HARM team will cordon off a 2-m area surrounding the person's workstation.
- The area will be deep cleaned following government guidance.
- If an employee suspects a fellow employee is displaying symptoms of Coronavirus they must report this to their Departmental Manager immediately.

### **Temperature Checks**

Falconer Print & Packaging Ltd. recommends that all employees and visitors to the site have their temperature checked upon arrival, it is important that employees do not come to work if they are ill, it is key that we do not spread infection to our co-workers.

We do recognise that taking an employee's temperature is not a fail-safe measure against COVID-19 and that it does not eliminate the need to practice social distancing and the enhanced hygiene procedures that have already been implemented.

Falconer are also aware that some people with COVID-19 do not necessarily have a fever, this procedure has been implemented to minimise the potential risks.

Readings taken are not recorded and all information received is treated confidentially.

Detailed procedure:

- On arrival (starting work) to the site proceed to the temperature station.
- Do not queue, if the machine is in operation please wait outside, social distancing and privacy must be maintained.
- Face the screen and your temperature will be taken automatically.
- The screen registers green if test successful and red if unsuccessful.
- If the temperature check has failed please inform your departmental manager via reception, do not enter the site, ensure social distancing is maintained (an alert will be raised to the Directors automatically from the scanner).
- Leave the building immediately.
- After a period of 10 minutes please re-enter the building and retake the test.
- If the test is successful, please enter the site as normal.
- If the test fails a second time you will be asked to leave the building, you will need to begin quarantine procedures (please refer to government guidance).
- If you do not wish to take the test you will be asked to leave the building.
- Procedure commences 22.07.20.

### **Mental Health Support**

Falconer Print & Packaging acknowledges that this may be a challenging time for many of its employees. Employee surveys have been sent to all employees and any issues raised can be discussed at any time with the Directors or departmental managers. Employees are also signposted to external support services.

Signed 

Dated 19/8/20.