

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 coverings are not mandatory for employees however face coverings are advisable when working in enclosed spaces with other employees (including company vehicles), anyone wishing to wear a disposable face mask can obtain them from their Departmental Manager, Directors or the Quality Control Manager.
- Visitors are required to wear face coverings whilst on site.
- 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. Hand gel is available throughout the factory and should be used frequently, particularly important before and after touching shared objects or surfaces that other people touch regularly.
- Sanitising before entering and when leaving the canteen.
- Sanitising after receiving or opening parcels/post.
- Avoid sharing of office equipment (pens, staplers, hole punchers etc.) if unavoidable sanitise equipment prior to use.
- Sanitising before using coffee/vending machines, toaster, microwave and fridge handles.
- 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 and reception, all will be cleaned prior to each use.
- Bins to be emptied at the end of each shift.

Social Distancing

Social distancing no longer applies however Covid-19 can still be spread through social contact, employees need to maintain good hand hygiene and keep all work areas clean and well ventilated. All risks have been evaluated and the following procedures have been implemented:

- 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 and changing rooms.
- 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, maximum of 4 people in the canteen at any time, it is advisable to maintain social distancing.
- 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.
- It is advisable to maintain social distancing in the event of a roll call.
- First Aiders must wear PPE (gloves, goggles, mask, apron) when attending to someone.
- 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

No longer applies.

Travel and Meetings

Employees are advised to take the necessary precautions (PPE provided) and to follow both government advice and individual company policies when attending appointments.

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.

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

Covid-19 self-isolation rules changed on 16th August 2021 and individuals will no longer be required to self-isolate if they live in the same household as someone with Covid-19, full details can be found on the government website, but we have set out the key points below: It is important to note that, despite these changes, there will be many circumstances where workers are still required to self-isolate, including where they have tested positive; they are displaying symptoms; or they share a household with someone who has symptoms/tests positive, and the worker is not covered by the new exemptions. They will also need to self-isolate where they are instructed to do so by NHS Test and Trace and where they need to quarantine following foreign travel.

Falconer will not knowingly allow an employee who is required to self-isolate to attend the workplace.

Coronavirus symptoms include a high temperature, a new, continuous cough or by loss of taste and smell.

Changes to self-isolation rules –

Individuals will not be required to self-isolate if they live in the same household as someone with Covid-19 and any of the following apply:

- If they are fully vaccinated.
- They are below the age of 18 years and 6 months.
- They have taken part in or are currently part of an approved Covid-19 vaccine trial.
- They are not able to get vaccinated for medical reasons.

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.

The company is 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) your temperature will be automatically taken on entry to the building.
- Do not queue, if the machine is in operation please wait outside, social distancing and privacy must be maintained.
- 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 and refer to government guidance.
- If you do not wish to take the test you will be asked to leave the building.

Mental Health Support

Falconer Print & Packaging acknowledges that this may be a challenging time for many of its employees. Employee surveys have previously been sent out to employees, however any issues can be discussed at any time with the Directors, Departmental Managers or the Covid Worker Representative. Employees are also signposted to external support services.

Signed R. Meo

Dated 9/9/2021.