

WORKPLACE SOCIAL DISTANCING POLICY

1. About this policy

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.
- 1.2 This Workplace Social Distancing Policy is designed to protect the health and safety of our employees, self-employed contractors, visitors, and clients/customers during the COVID-19 pandemic. Managers are encouraged to facilitate requests unless they cannot be accommodated for business or operational reasons.
- 1.3 This policy applies to all employees and self-employed contractors.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Personnel responsible for implementing the policy

- 2.1 The Operations Manager has overall responsibility for the effective operation of this policy. The Production Manager and the Quality Manager are equally responsible for day-to-day health and safety matters.
- 2.2 Managers have a specific responsibility to ensure the application of this policy and all members of staff are responsible for supporting colleagues in implementing it.

3. Your responsibilities

- 3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions.
- 3.2 The advice on social distancing measures applies to everyone. You should minimise opportunities for COVID-19 to spread by maintaining a distance of 2 metres between individuals, wherever possible.
- 3.3 Only come into work if you are well and no one in your household is self-isolating. If you are not fit for work or self-isolating, you should comply with our sickness absence reporting procedure as set out in our Sickness Absence Policy. If you or notice that any of your colleagues are experiencing

symptoms of COVID-19, you must notify us immediately. Any such reports will be treated confidentially.

- 3.4 You should report any health and safety concerns immediately to your line manager.
- 3.5 You must co-operate with managers on health and safety matters, including in relation to social distancing.
- 3.6 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure (see Disciplinary Policy).

4. Communal areas

- 4.1 Access to communal areas will be restricted in order to make it easier for staff to socially distance. When using communal areas, you should minimise opportunities for COVID-19 to spread by maintaining a distance of 2 metres between individuals, wherever possible.
- 4.2 If you are intending to enter a communal area and it appears that it will be difficult to maintain a distance of 2 metres between individuals, wherever possible you should avoid entering the communal area.
- 4.3 We are implementing the following measures and restrictions to make it easier for people to maintain a distance of 2 metres between individuals in communal areas:
 - (a) Only 6 people are permitted into the canteen at any one time; and
 - (b) Only 2 people are permitted in the toilets at any one time.

Signage will be installed as appropriate to remind staff of these measures and restrictions.

- 4.4 When arriving at work after using public transport, you should wash your hands with soap and water for 20 seconds. To help with this, we will provide additional hand sanitising stations and hand sanitiser.

5. Personal protective equipment (PPE)

- 5.1 You will be provided with appropriate PPE and are required to wear it as directed.
- 5.2 In particular, we will be providing the following PPE for the workplace:
 - (a) Gloves, which should be worn when cleaning your workstation, handling goods inward, and operating machinery or equipment that is used by multiple people; and
 - (b) Aprons, which should be worn when cleaning communal areas, paying attention to frequently touched areas and surfaces, such as toilets, sinks, and door handles.

5.3 If you travel to and/or from work on public transport, you should wear a mask to do so. Please notify us accordingly so that we can ensure that you are provided with a mask.

6. Manufacturing and processing

6.1 Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to continue to operate. If such work goes ahead, it should be agreed in advance with your line manager and you should take all the mitigating actions possible to reduce the risk of transmission.

6.2 If the work goes ahead, staff should work side by side or facing away from each other rather than face-to-face, if possible.

6.3 You should increase the frequency of cleaning procedures, pausing production in the day if necessary, to wipe down workstations with disinfectant.

6.4 Staff should be assigned to the same shift teams to limit social interaction.

6.5 Staff should not congregate at break times; arrangements such as staggered break times should be implemented so that staff can continue to practice social distancing when taking breaks.

6.6 You should wash your hands with soap and water for 20 seconds or more at the beginning and end of every break, when you arrive at work and before you leave. To help with this, we will provide additional hand sanitising stations and hand sanitiser.

6.7 When entering and leaving sites, you should stay 2 metres apart as much as possible.