

# IRVINE COVID-19 RESPONSE

Social distancing and additional measures to  
protect our people during Covid-19

V1.0 April 2020



MERCK

## Our Key Message

To help prevent the spread of COVID-19, keep 2 metres apart from anyone outside of your household and wash your hands more often with soap and water for at least 20 seconds.



## Our Strategy

The most important consideration in our response to the COVID-19 pandemic is the health and safety of our staff.

All decisions taken by the site Leadership Team in this situation are designed to reduce the risk to our people and their families.

If you are asked to stay at home please remember that this is to protect you, your family and your colleagues.

You are a key worker and are playing a huge part in the fight against COVID-19

## General Information

To help prevent the spread of COVID-19, you should wash your hands more often with soap and water for at least 20 seconds, or use a hand sanitiser.

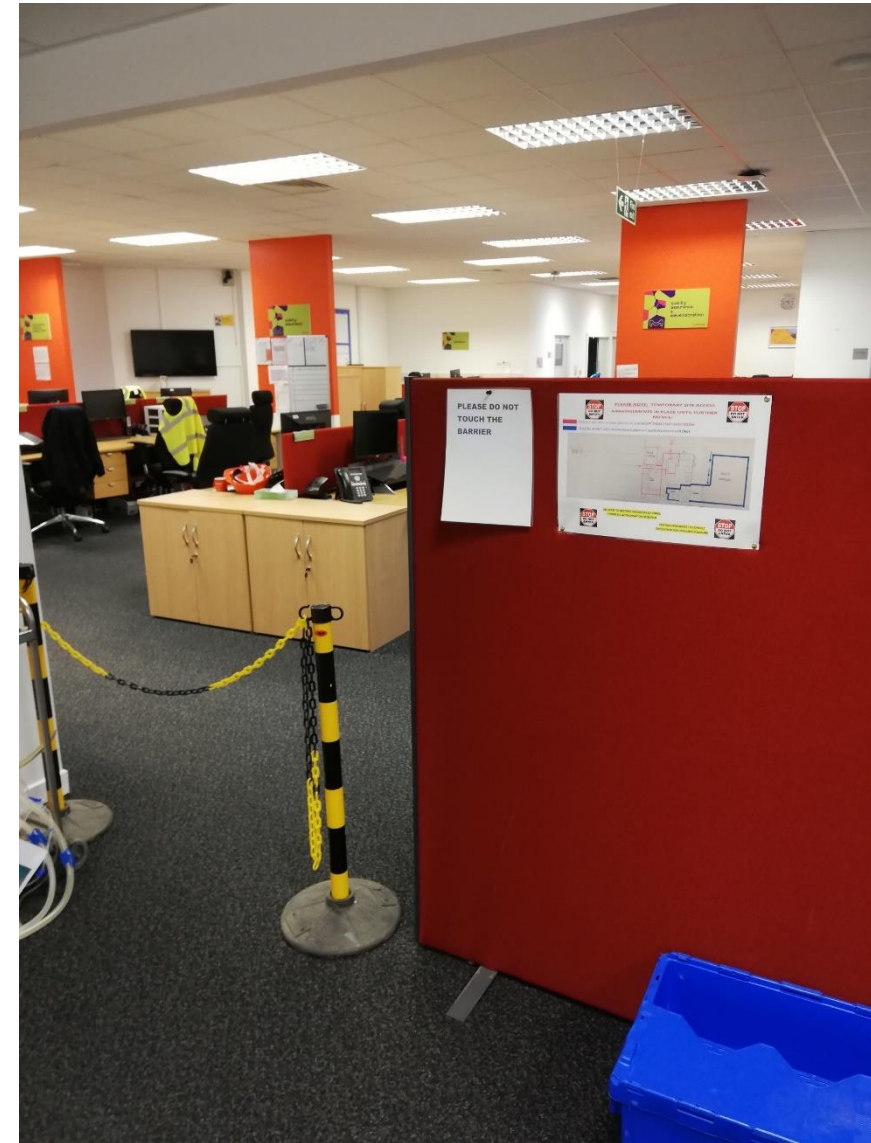
Keep 2 metres apart from anyone outside of your household

All staff who can work from home are now working from home with the exception of essential staff who are based at site but are maintaining social distancing.

There are dedicated entrances for Production and office staff.

There are dedicated zones (Blue and Pink zones) for staff members dependant on their area of work (Slide 5).

**There must be no crossover between these areas without prior SLT approval.**



**Any staff member displaying symptoms or living with someone who is must report this to their supervisor as soon as possible AND before travelling to the site.**

## General Information



Additional cleaning is taking place, with particular attention being paid to walkways door handles, changing, step over area etc.

Additional hand sanitisers have been strategically placed around the site.

All staff bringing items (lunch boxes, laptops etc) on to site must sanitise these on arrival.

Car sharing for staff is not permitted

Staff should avoid using public transport. Where there are no other options staff should wear gloves and masks when using public transport.

**Any staff member displaying symptoms or living with someone who is must report this to their supervisor as soon as possible AND before travelling to the site.**

# Entrance/ Exit at Site

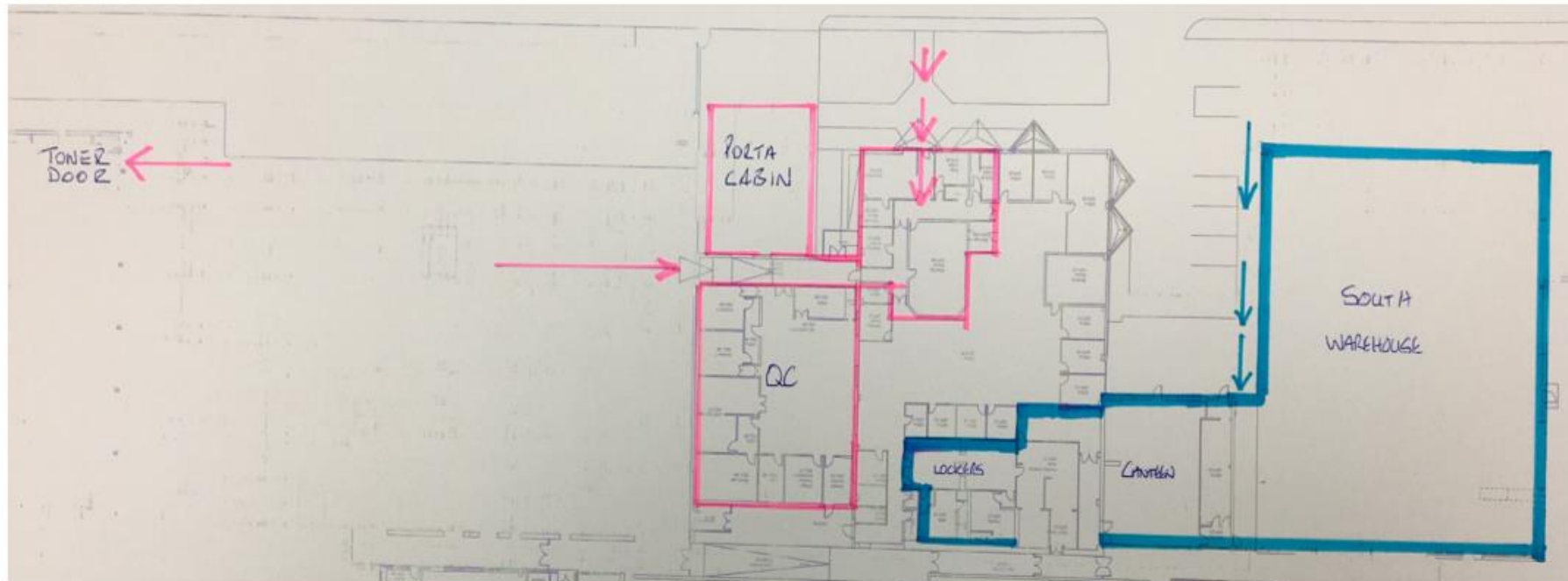


**PLEASE NOTE: TEMPORARY SITE ACCESS ARRANGEMENTS IN PLACE UNTIL FURTHER NOTICE!**



**Entry at main door or tower door for all staff EXCEPT THOSE STAFF LISTED BELOW**

**Entry for all 24/7, 24/5, Maintenance Support and South Warehouse staff ONLY**



**ALL STAFF TO RESTRICT CROSSOVER OF ZONES  
- PRIOR SLT AUTHORISATION REQUIRED**

**CONFIDA PERSONNEL TO CONSULT  
SUPERVISOR FOR GUIDANCE IF UNSURE**



# Liquid Media Production – Blue Zone

4 Shifts – working 24/7 shift pattern.

All shifts remain segregated.

No overlap of staff.

7am/pm start and 6.45am/pm finish.

Designated entrance & exit into the building for Production Staff using the Contractor/ Engineering entrance

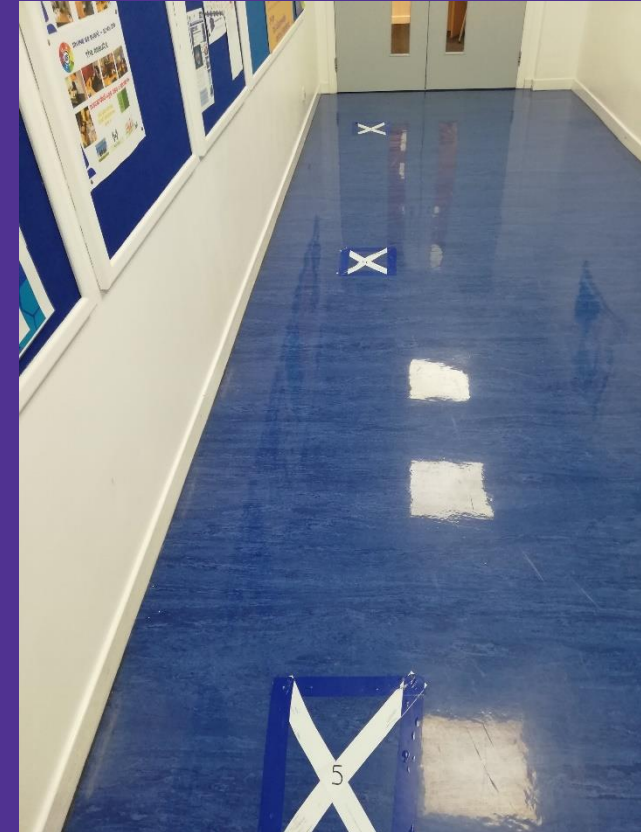
Allocated break times so Liquid and Powder production staff are not coming into contact.

Walkways and barriers in place segregating office and Production.

Social distancing floor marking highlighting the 2 meter rules at the hand wash station and approach to the facility.

On entering the production facility (at “step-over”) nitrile gloves must be worn.

Staff must maintain social distancing guidelines where possible. Where some tasks do not permit this, additional PPE is available, staff should limit time and wash hands more frequently.



# Dry Powder Media Production – Blue Zone

3 Shifts – working 24/5 shift pattern.

All shifts remain segregated.

No overlap of staff.

6am – 1.45pm, 2pm – 9.45pm, 10pm – 5.45am.

Designated entrance & exit into the building for Production Staff using the Contractor/ Engineering entrance

Allocated break times so Liquid and Powder production staff are not coming into contact.

Walkways and barriers in place segregating office and Production.

Social distancing floor marking highlighting the 2 meter rules at the hand wash station and approach to the facility.

On entering the production facility (at “step-over”) nitrile gloves must be worn.

Staff must maintain social distancing guidelines where possible. Where some tasks do not permit this, additional PPE is available, staff should limit time and wash hands more frequently.





## Warehouse (North – Blue Zone, South – Pink Zone)



North and South warehouse staff are currently segregated. Operators are working in their respective warehouses only.

Warehouse shift personnel are based in North warehouse but can access South warehouse on night shift only, as no other warehouse personnel are on site at this time 7pm – 6am

Dedicated entrances for each warehouse

Dedicated zones and canteens in place for each warehouse. Allocated break times to avoid contact with other departments

Additional cleaning taking place in both warehouses

Alcohol wipes provided to clean equipment after use.

Screening process in place for all delivery and collection drivers. Driver will not be allowed access to yards until screening has been completed.

# QC – Access from Pink Zone

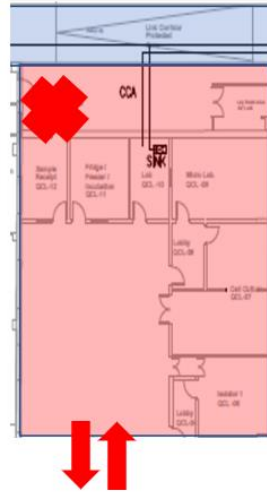


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## QC DAYSHIFT PERSONNEL ACCESS TO QC LAB – pink zone

- Access to QC via main lab door as standard, as well as permitted pink zone areas
- No entry to blue zone areas
- No entry at the same time as 24/7 personnel
- When exiting QC lab at end of dayshift all surfaces and door handles touched must be sanitised using alcohol wipes
- Exit from QC only via main lab door as standard



Enter and exit to site via the main door or Tower door only

Canteen facilities located in St Andrews Conference room

Toilet facilities located next to Reception

Staff must maintain social distancing guidelines where possible. Where some tasks do not permit this, additional PPE is available, staff should limit time and wash hands more frequently.

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# QC – Access from Blue Zone

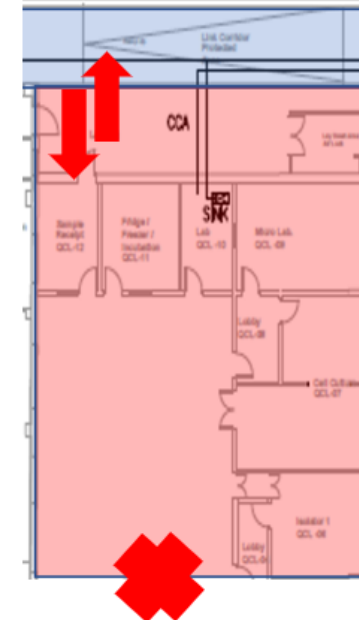


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## QC 24/7 PERSONNEL ACCESS TO QC LAB – from blue zone

- Limited to once per shift
- Access to lab only via Sample Receipt
  - Don blue overshoes, Tyvek suit, mask and gloves in Sample Receipt – these must be worn for duration of time in the QC lab
- No entry to any other part of building from QC lab – QC corridor, warehouses, front door, conference rooms, main office etc (any other pink zone area)
- Ensure no dayshift personnel are present in the QC lab prior to entry
- When exiting QC lab all equipment, surfaces and door handles touched must be sanitised using alcohol wipes
- Exit from QC only via Sample Receipt
  - Remove blue overshoes, Tyvek suit, mask and gloves in Sample Receipt, bag and seal – return to Production facility in standard facility gowning



## Additional Information

If you have any concerns with anything you see on site please speak to a supervisor as soon as possible – do not wait until the end of your shift.

All external contractor work has been put on hold until further notice (with the exception of certain essential maintenance).

Site meetings are now virtual using MS Teams, Skype.

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