

COVID-19: Contractor and Visitor Brief

We are taking all possible measures to reduce the risk of the transmission of COVID-19 to our employees and those who use and visit our site. To help us do this we are working in accordance with the advice given by the World Health Organisation and public health agencies.

For this reason we ask that you:

- Do not enter our building if you have been in contact with a person infected with COVID-19.
- Do not enter our building if you have returned from a high risk area in the last 14 days.
- Do not enter our building if you are experiencing any of the following symptoms:
 - *You have signs of a fever or a high temperature (above 38 degrees).*
 - *You have a persistent cough or respiratory problems.*

On-site

In line with Government guidelines, PPUK COVID 19 policy and risk assessment, below is a list of requirements for all personnel visiting our PPUK site. Please read and familiarise yourself with the guide to help reduce the risk of spreading Covid-19 throughout the factory.

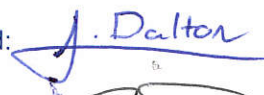
- All site visits must be pre-booked – You will be refused entry if your visit has not been pre-arranged.
- When arriving at site please use the main entrance, sign in and wait to be seen. Do not enter the site without being seen.
- Maintain the 2 metre social distancing rule at all times. Floor markings and passing points are there to aid you in this.
- Try not to encroach into other people's work areas unless absolutely unavoidable.
- Please maintain high personal hygiene standards. **Catch it, Bin it, Kill it!**
- Regularly use hand sanitisers and wash stations that are provided around the factory.
- Follow floor markings and designated walkways through the factory where possible.
- Adhere to signage and posters displayed throughout the factory.
- Contractors and visitors are not permitted to enter the canteen / kitchen areas. Please facilitate lunch breaks in vehicles if possible.
- If a barrier is blocking your way please do not remove it or step over it. It will be there for a reason.
- Do not ignore any of the control measures in place, these are for everyone's safety.
- Do not ignore any control measures that other contractors / visitors may have in place.
- Wipe down any equipment, machinery or control panels that you may have been working on with wipes provided by yourselves.
- When exiting site, you must verbally inform the person who has organised your works or visit so they can ensure you are signed out.

Anybody not following the above safety measures will be asked to leave site immediately.

Created by: *Mr A. Dalton*

Position: *HSE Officer*

Signed:



Date: *21/05/20*

Approved by: *Mr. S Rhodes*

Position: *Managing Director*

Signed:



Date: *29/05/20*