

**A. APPLICATION**

Following a Risk Assessment, this policy highlights the controls put in place by the Company to protect the workforce, cleaners, security staff, delivery and collection drivers and any visitors permitted on site, while also protecting the products being produced.

This policy has been developed to explain to our employee, customers and auditors how Potter & Moore Innovations Ltd have ensured continued supply during this pandemic, while protecting our employees who produce the products.

**B. RESPONSIBILITIES**

It is the responsibility of ALL employees to comply with the requirements of this procedure.

Supervisory and Managerial staff has the responsibility to ensure all points are controlled and this procedure is followed.

**C. PROCEDURE**

The Peterborough and Devon sites are on lock down to minimise the Coronavirus pandemic to the business.

Following the Risk Assessment the process and controls below have been put in place to control each area of the business.

Coronavirus Working Group:

A Coronavirus working group has been set up. Attendees are the Senior Management Team and heads of departments.

This meeting is carried out using Microsoft Teams. The group meets weekly. The group will review the current situation, Government guidelines, employee wellbeing, customer requirements and production planning. Following the meeting an update is sent out to employees and is also displayed on screens around the site.

Site Security:

At the Peterborough site Business Watch are responsible for monitoring the CCTV etc. We have engaged Business Watch as site security.

At the Devon site Platinum Gate Security are responsible for monitoring the CCTV etc. we have engaged Platinum Gate Security as site security.

The main gates on both sites are closed and security staff will only permit employees, drivers and visitors on site after a temperature check has been conducted and they have been issued a face mask/full face visor if they don't have one.

Security staff must be wearing a face mask, full face visor and gloves when testing the temperature of anyone.

Full face visors are now mandatory on this site in all areas, excluding the canteen and smoking areas and peoples desks where 2 meter rule is enforced, face masks and or full face visors must be used from Main gates to factory buildings at the start/finish of the shifts.

Hand washing is encouraged and has been trained out. Hand sanitiser stations have been put in place at every entrance to all buildings on site and in other key areas.

Visitors & Contractors:

The visitors and contractors questionnaire has been updated to include questions relating to the virus and the visitors and contractors general health.

Visitors and contractors will only be permitted on each site if it is business critical, following prior arrangement and completion of the Visitors & Contractors questionnaire, copies are held, with security staff, in reception and on the shared drive.

The questionnaire must be completed by the person attending the site and sent to the person they are due to visit.

If any issues are raised following completion of the questionnaire, or following temperature testing by security, the visitor or contractor will be declined entrance to the site and their company contacted.

Raw Materials & Component Supply:

Where possible the Company source dual supply of all raw materials and componentry. Our supply base is continually being reviewed to add new sources of supply as they become available.

Deliveries:

All delivery drivers will report to security staff on arrival. All security staff wear protective equipment including gloves, mask and a visor at all times. The driver will be expected to complete a copy of the visitors and contractor's questionnaire.

Their temperature will also be checked at this point. If no issues are raised with either the visitors and contractor's questionnaire or their temperature, they will be permitted to enter the site.

On entering the site, the driver will open the doors / curtains of the vehicle and go back to their cab to wait while the vehicle is unloaded / loaded.

Warehouse Personnel:

All warehouse personnel are to follow the guidelines laid down in SOP HS023 Control of Delivery Drivers.

<b>POTTER &amp; MOORE POLICIES &amp; PROCEDURES</b>	PAGE 3 of 7
TITLE: Coronavirus Pandemic Policy	P & P NO.: 024

Production Personnel:

Production personnel have been issued several notifications by the Company on Government guidelines. These include handwashing, how to identify if you have the virus and social distancing.

Production personnel have been positioned on the production line so that they are two (2) meters apart. We have also installed Perspex screens and marked out areas on the floor on the lines to ensure social distancing is maintained.

Canteen:

Breaks have been rearranged from two (2) breaks to three (3) breaks for each shift.  
Canteen

The tables have been reduced and spaced out to ensure a 2m space is achieved, chairs have been reduced and both tables and chairs have floor markings so that they cannot be moved. All vending machines have been screened to reduce the risk of close contact whilst in use. Compulsory use of hand sanitising before entering canteen.

Additional benches have also been purchased if personnel wish to take their break outside.

Transport to and from sites

Car sharing has been stopped. In Peterborough a bus has been made available to all those people who would normally use public transport of car sharing, mask wearing is compulsory on this bus, the bus goes around the area to pick everyone up who has requested this service. People are spaced out to ensure they are 2m away from each other. In Devon, an individual taxi is provided for those who require one.

Production Staff Access and Egress:

All production staff and Engineers access and egress through an external in/out system adhering to the 2-metre ruling whilst wearing a visor or face mask. Entry to the changing areas is measured and monitored by supervisors and management, extra space for changing has been made possible by two additional porta cabins, as well as the use of unused offices.

In Peterborough walkways are designated by chains and posts.

Office / Laboratory Personnel:

Where possible all office personnel work from home. Meetings will be conducted using Microsoft Teams.

All employees working from home will have access to the shared drive.

Office Areas:

All offices have been assessed following Governmental guidance and screens have been installed to protect employees. Where screens cannot be used desks have been relocated to additional newly hired porta cabins.

<b>POTTER &amp; MOORE POLICIES &amp; PROCEDURES</b>	PAGE 4 of 7
TITLE: Coronavirus Pandemic Policy	P & P NO.: 024

Door hatches from production have been installed to reduce the footfall into the finance, IT and R&D offices.

Government Guidelines on People with Health Conditions:

All employees who fall under these guidelines have been sent home. Where possible those who can work from home have been asked to do so.

Anyone who has been kept away from site either because they have been working at home or were deemed vulnerable have been communicated on a regular basis by one employee, this is to ensure that we keep in touch with everyone and also to be prepared for when they return to site.

Testing Employees, Cleaners & Security Staff:

To help control the risk of infection to our employees, cleaners and security personnel, all are tested.

Employees, cleaners, and security personnel are temperature tested daily with infrared thermometers. If the infrared thermometer produces a high reading about 37.7, a first aider will check the employee with an ear thermometer for a more accurate reading. If the employee has a high temperature, they will be sent home.

Potter & Moore also use an anti-body test, following Safe System of Work (SSOW) 196.

If an IgM, positive result is found the individual will be told to go home and self-isolate for seven (7) days. The individual will be advised to go to the NHS for a swab test.

If no symptoms develop after the seven (7) days, they will be booked for a retest and may be able to return to work after this retest.

To keep control of employees not on site, or when they are due back on site a log has been developed and managed by the QC Supervisor.

A Covid - 19 Protocol has been put into place, one when Symptomatic and the other when we are routine testing.

All people with any CoVid-19 symptoms (high temperature, cough, loss of smell and taste, diarrhoea) should stay at home and phone the Potter and Moore sick line or their supervisor. The person will be contacted by the company and be asked a questionnaire, based on the responses a risk based approach will be used to ascertain the exposure of other members of staff. Interviews will take place with all staff involved.

If NHS test is positive for Covid-1, after 7 days we will require a re-test which needs to be negative before they can enter the factory. If anybody in their household is still positive, they cannot return to work till all are clear.

<b>POTTER &amp; MOORE POLICIES &amp; PROCEDURES</b>	PAGE 5 of 7
TITLE: Coronavirus Pandemic Policy	P & P NO.: 024

If anyone been in close proximity to someone with someone with Covid-19, we will follow a questionnaire protocol, risk assess the situation and decide whether the person will be sent home to self isolate for 14 days and get tested. Part of the investigation will also involve tracking other contacts. Interviews will take place with all staff involved.

Face Visors:

Face visors are mandatory in all the production areas. Face visors are also mandatory when visiting other areas toilets, labs and offices that you do not normally work in, this includes the walkways and corridors used to get to and from these areas.

Masks are also available for personnel to wear if they wish.

Face masks and full-face visor screens are hygienically disposed of in Yellow clinical waste bins.

Additional Site Cleaning:

From the beginning of March 2020, additional cleaning has been taking place across both sites.

On the Peterborough site, additional staff have been brought in from the external cleaning company.

On both sites, additional cleaning staff have been employed cleaning the following areas.

Cleaning in Production areas – Cleaning is being carried out every 2 hours using an IPA spray. All handles, doors and touch surfaces are cleaned.

Cleaning on Production lines – Cleaning is being carried out at the start of each shift and following each break. An IPA spray is being used to clean the production lines.

Cleaning Surfaces in the Canteen – All tables, chairs, food preparing areas and flat surfaces are cleaned after each break. An IPA spray is being used to clean these areas.

Where cleaning is carried out in production ATP machines are used to verify the level of cleaning, with a result of less than 20rls. If during the testing it is found that the result is over 20 rls re-cleaning is carried out.

Office areas – Cleaning is being carried out daily. Office staff who are on site are responsible for cleaning their PC, telephone and desk area. Office staff are not allowed to use each other’s desks or equipment.

Cleaning in Toilets – Signs have been erected in all toilets detailing how to wash hands, using the 20 second method. Sanitising units have also been erected in the toilets. Additional cleaning has been carried out on handles and flat surfaces using sanitising disposable cloths.

Fire Marshals, Deputies, First Aiders & Testers:

A daily list is generated by both sites and is issued to all Managers and Supervisors detailing who is on site.


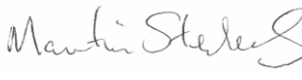

All First Aiders have been briefed on the guidelines to follow when dealing with any individual when on site.

Fire Assembly Points:

The Fire assembly points have also been spaced out to reduce the contact between people when drills are practiced.

External Audits – Technical & Ethical:

As both sites are in lock down, all audits have been cancelled until further notice. Audit companies have been contacted to ask for advice / extensions and where possible audits will be conducted using Microsoft Teams.

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<b>CURRENT ISSUE</b>	<b>REASON FOR ISSUE</b>	<b>DATE ISSUED</b>
No.4	Updated due to changes in Government guidelines and review of Risk Assessment	13/07/20
<b>PREVIOUS ISSUES</b>	<b>REASON FOR ISSUE</b>	<b>DATE ISSUED</b>
No.1	New Policy	22/04/20
No.2	Additional controls following Risk Assessment & Government Guidelines	17/05/20
No.3	Updated as Management meeting has changed to weekly	29/05/20