



# Safer- together

Coronavirus Response

**NIFCO**

# SAFER – and STRONGER TOGETHER

Dear Colleague

As we restart our operations, *our first priority remains the health and safety of our colleagues and our communities.*

We are looking very closely at the advice and recommendations from expert organisations and the Government to ensure the actions we are taking are suitable to help keep our colleagues safe and healthy as we start-up the Site.

Our new safety protocols and specific guidelines - STAY SAFE - will be the foundation of our safe restart, and shall be followed across the Site in order to minimise the risks for our colleagues and for the communities. As individuals, we must contribute with discipline to keep everyone safe.

We are putting in place extra precautions that will help our teams to feel as comfortable as possible in these unsettling times.

Thank you for all that you do, and keep yourself, your families and colleagues safe.

I hope to see you soon.



Jim Casey  
Managing Director

**We will be safer  
and stronger  
together**

# SAFER TOGETHER – COVID-19 CRITICAL ESSENTIALS SUMMARY

## PPE Rules – Mandatory (Personal Protective Equipment)

- 1. Employee, suppliers/delivery entrance protocol:** social distancing, one-way systems, temperature check, hygiene practices, PPE for receipt of deliveries
- 2. Thermometers:** all colleagues will be checked on clocking, privately, no contact/infrared. If temperature >38° the HR Dept or supervisor will advise on action
- 3. Cleaning and disinfection:** increased regime, and additional materials available for surface cleaning, including stationery, computers and handhelds, dining areas, smoking shelters, bike sheds etc. PPE available
- 4. Social distance:** 1.8m (6ft). To secure this, machine, warehousing, desk areas have been reviewed to comply, lanes from outside to workstation, and one-way systems are in force
- 5. On-site illness:** reporting and procedures are in-place



## PPP Rules - Required (Personal Protection Practices)

- 1. Increase remote interaction whenever possible:** plant visits restricted to only essential for operation
- 2. Dining:** bring meal, and water bottle to fill from water coolers. Respect cleaning and disinfection and social distance practices. No fridges, toasters, microwaves. Personal items to be kept in locker or desk. Breaks organised at staggered times
- 3. Transportation:** car travel – suggest max 2 persons/car (possibly two trips if more than two people) – passenger sits in back diagonal to the driver
- 4. Meetings:** meeting rooms instructions posted on doors. To maintain social distance and cleaning protocol
- 5. Tell your supervisor:** immediately if any of the symptoms are present, or if you were in contact outside of work with someone confirmed positive



## Social Considerations

- 1. Respect rules**
- 2. Stay-home** for higher risk and potentially infected
- 3. International travel ban** continues, NO exception
- 4. Limit social gatherings** personal context included
- 5. Use on-line services/shopping:** groceries, chemist, health consultation, etc where possible
- 6. Avoid non-essential services** such as salons
- 7. Avoid crowded places** and respect PPE essentials
- 8. Avoid visiting:** elderly, vulnerable people, family and friends
- 9. Use social media for contact:** family and friends



# SAFER TOGETHER - HYGIENE

## ENTRANCE PROTOCOL

ALL personal items should be left in locker or desk, including food and drinks

Entry/Exit – 1.8m/6ft social distancing to be maintained



## CLEANING & DISINFECTING

WASH HANDS! Including Gloves Clean and disinfect all surfaces including computers and hand held devices



## SOCIAL DISTANCE

>1.8m/6ft - maintain social distancing. Working, dining, queuing, one-way systems



## THERMOMETERS (NO CONTACT)

All employees must be checked per day. Visitors checked upon entry. >38° must be reported to the Supervisor and HR



# SAFER TOGETHER – SYMPTOMS AND CASES

## What are the symptoms of COVID-19?

Some people infected with the virus have no symptoms. When the virus does cause symptoms, common ones include dry cough, fatigue, low-grade fever, body or headaches, nasal congestion, and sore throat

However, COVID-19 can occasionally cause more severe symptoms like high fever, severe cough, and shortness of breath, which often indicates pneumonia

### SYMPTOMS

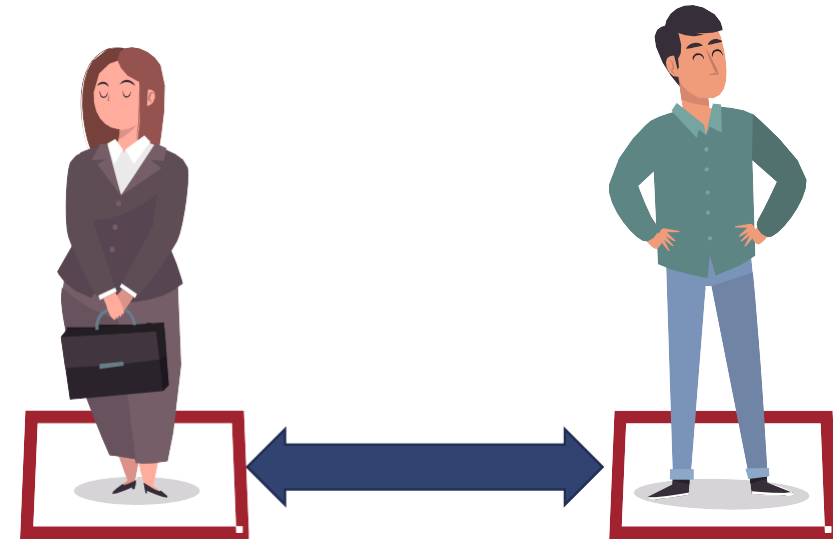


**Only laboratory tests can identify the virus that causes COVID –19**

Follow care instructions from your healthcare provider and Government advices

# SAFER TOGETHER – LAY-OUT / PLANNING / PREPARATION

1. **Security check per factory:** all colleagues must enter and leave the Site by the designated entrances
2. **Plan to enter the Site queue one-by-one,** respecting the social distance, clearly marked lanes for entry and exit and to work areas
3. **Temperature check:** private nominated rooms
4. **Social distance of 1.8m/6ft marked out** for waiting, one-way systems in place for entering and leaving the buildings. Distancing between work areas has been reviewed
5. **Illness during work:** nominated areas identified to address suspicious case
6. **Avoid physical contact practice,** avoid handshake and substitute by a smile or head move
7. **Planned regular cleaning of accesses,** to follow cleaning and disinfection standard
8. **Personal items** please leave at home or in locker or desk



# SAFER TOGETHER – LAY-OUT / DINING

1. **Clean and disinfect hands** before using break or dining areas
2. **Comply with social distancing** for Canteen/Breakroom tables, 1.8m/6ft between workers
3. **Canteen tables must be cleaned and disinfected** before every new batch of people
4. **Water coolers** can only be used to fill bottles, and cleaning wipes will be nearby to clean the dispenser buttons
5. **Respect social distance** at all vending machines
6. **Cleaning wipes nearby** to clean the automatic dispenser buttons
7. **Contractors will comply with Site rules** during dispenser maintenance and refill
8. **Specific schedules set** for canteen and break access to ensure social distances
9. **If wearing a mask, clean your hands before taking off mask** and store the mask in a plastic bag
10. **Microwaves, toasters and fridges** are not available, until further notice



# SAFER TOGETHER – LAY-OUT / MEETINGS

1. **Maintain meetings to a maximum of participants** – by Meeting Room, instruction located on meeting room door
2. **Respect social distance**
3. **Cleaning and disinfection** practices shall be carried out by meeting attendees and signed-off by the meeting organiser before and after any meeting

