



Safer- together

Coronavirus Response
(updated May 2020)

Nifco website
www.nifcoeu.com/colleague-message-board
password: **WOWingtheworld2020**

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 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 – 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, recent loss of taste or smell

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 – COVID-19 CRITICAL ESSENTIALS SUMMARY

Rules – Mandatory (Personal Protection Practices)

- 1. Colleagues, suppliers/delivery entrance protocol:** social distancing, one-way systems, temperature check, hygiene practices, PPE, 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



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



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! Clean and disinfect all surfaces including computers and hand held devices



SOCIAL DISTANCE & PPE

>1.8m/6ft - maintain social distancing. Working, dining, queuing, one-way systems
PPE to be worn, as required (see PPE Standard)



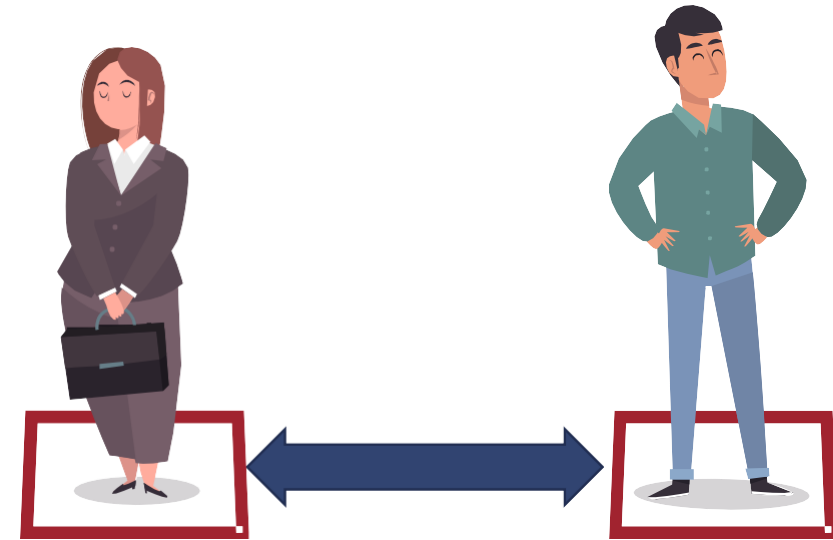
THERMOMETERS (NO CONTACT)

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



SAFER TOGETHER – 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:** First-Aid Rooms 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 – DAILY HEALTH CHECK

HR CHECKED
(INITIALS)

DATE

DATE:

DEPARTMENT:

TIME QUEUE:

NAME:

CLOCK NO:

TIME TEMP:

BEFORE COMING TO SITE – PERSONAL HEALTH ASSESSMENT

I confirm that I do not have the following symptoms:

- A new persistent cough, shortness of breath/difficulty breathing, fever, sore throat, fatigue, runny nose, recent loss of taste and/or smell
- I confirm that I have not been in contact with someone with confirmed Covid-19, in the last 14 days
- I confirm that I am not in receipt of a letter/notification from a gp/medic to self-isolate/shield for 12 weeks

If you are unable to confirm all of the above, please do not come to Site, please ring your supervisor

TEMPERATURE CHECK – LESS THAN 38°C

GREEN

RED

If "RED" you will be required to leave Site and may need to self-isolate for 7 days and 14 days for household members

CONFIRMATION - SIGNATURES

Supervisor/Health Checker:

Colleague:

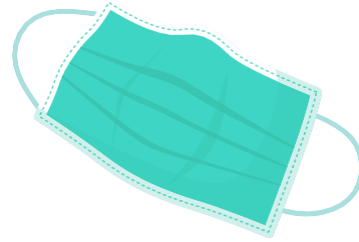
SAFER TOGETHER – PPE GUIDE - STANDARD



	Transmission Risk	Guidance Criteria	Personal Hygiene	Equipment/Touched Surface Hygiene	PPE
Level 1	Low	Working from home, single office with low traffic. Low levels of object passed from person to person. Easy to maintain social distance.	Frequent hand washing using soap and water or hand sanitiser. Hourly check sheet to be maintained by each person.	Clean down before and after working period in surface within zone being worked on any surfaces you come into contact with. Zones to be supplied with antiviral spray bottle or antiviral wipes and blue roll. Used blue roll to be discarded in lidded bin for special collection.	Optional Reusable mask.
Level 2	Low to medium	Working in shared environment. Easy to maintain social distance but there may be a risk of inadvertent breach due to more regular interactions and higher levels of objects being passed person-to-person.	Frequent hand washing using soap and water or hand sanitiser. Hourly check sheet to be maintained by each person.	Clean down before and after working period in surface within zone being worked on any surfaces you come into contact with. Zones to be supplied with antiviral spray bottle or antiviral wipes and blue roll. Used blue roll to be discarded in lidded bin for special collection.	Mandatory Re-usable mask. Two masks per day (washed at home at 60°C then hot ironed before re-use).
Level 3	Medium to high	Jobs where social distance 2m rule is more likely to be breached.	Frequent hand washing using soap and water or hand sanitiser. Hourly check sheet to be maintained by each person.	Clean down before and after working period in surface within zone being worked on any surfaces you come into contact with. Zones to be supplied with antiviral spray bottle or antiviral wipes and blue roll. Used blue roll to be discarded in lidded bin for special collection.	Mandatory Disposable Mask/Nitrile Gloves, splash proof coverall or apron, face shield.



Masks



- 1) Masks are effective only when used in combination with frequent hand-cleaning with soap and water, hand sanitiser, alcohol-based hand rub
- 2) Before putting on a mask, clean hands with soap and water or hand sanitiser
- 3) Cotton mask front of the mask is the centre panel/3, the back has a centre crease
- 4) Cover mouth and nose with mask
- 5) Avoid touching the mask while using it; if you do, clean your hands with soap and water or hand sanitiser
- 6) Do not remove the mask to talk to someone or to do other things, avoid touching the mask
- 7) To remove the mask: remove it from behind (do not touch the front of mask); place in a plastic bag; clean hands with soap and water or hand sanitiser
- 8) Cotton Masks: wash the mask at a hot temperature +60° and iron to kill germs – do not use a damp mask
- 9) Disposable Masks: discard into a bin with lid



Recommended: Ten masks per colleague, two per day. In case of mask supply scarcity, similar mask protection supply will be secured whenever possible. Lost and replacement masks are available but costs may be chargeable to the colleague



PPE - Close Proximity Working

- 1) Close Proximity Working – prior to work a risk assessment must be completed by the area line manager/supervisor
- 2) Disposable mask, gloves, plastic cover, must be used by a colleague when working in close proximity with another colleague and social distancing cannot be observed
- 3) Non-Disposable visors may also be worn
- 4) PPE is effective only when used in combination with frequent hand-cleaning with soap and water, hand sanitiser, alcohol-based hand rub
- 5) Before putting PPE, clean hands with soap and water or hand sanitiser
- 6) Avoid touching PPE while using it; if you do, clean your hands with soap and water or hand sanitiser
- 7) Do not re-use single-use PPE
- 8) On removal, discard PPE immediately into a closed bin with lid and clean hands with soap and water or hand sanitiser



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





At Home – steps you may wish to take as you enter your home

- 1) Before entering your home, take off your shoes, spray alcohol on the tops and soles
- 2) Sterilise your stuff. Clothes, cell phone, glasses, keys, work utensils, bag including underneath, purse etc
- 3) Throw away any receipts or papers
- 4) Once you have entered your house, wash your hands immediately
- 5) Go to where you can take your clothes off and put them in the washer
- 6) Do not touch or sit in any chairs or on beds
- 7) Go to the bathroom to take a shower
- 8) Now you can hug your family!

10 Tips to help if you are worried about coronavirus

It might feel more difficult at the moment to take care of your wellbeing, whether you are on furlough at home, self-isolating, working from home, or working on-site, there are lots of ways we can try to get the best out of the current environment – wherever that may be. This situation is temporary, it may go on for some time and we may need to adapt to a new norm, but remember any feelings of anxiety for most of us will pass.

Throughout the following information, there are links to websites for professional advice and information - links are accessible via the Nifco website. www.nifcoeu.com/colleague-message-board, password: WOWingtheworld2020

Website – *put the following address into your search bar* – this website contains useful up-to-date information and support: www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/

1. Stay connected with people
2. Talk about your worries
3. Support and help others
4. Feel prepared
5. Look after your body
6. Stick to the facts
7. Stay on top of difficult feelings
8. Do things you enjoy
9. Focus on the present
10. Look after your sleep



Websites – of interest?



Website – *put each addresses into your search engine (ie "Ask" or "Google")* (links are accessible via the Nifco website)

Coronavirus – information:

www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/

A guide to looking after yourself and others:

www.stopsuicidenenc.org

1. Sports England – stay at home workout - in and around the home: www.sportengland.org/stayinworkout
2. NHS – Running – Couch to 5k - podcasts: www.nhs.uk/live-well/exercise/couch-to-5k-week-by-week
3. Skills Toolkit – digital & numeracy skills (HM Gov, available from 04 May) (free of charge): www.theskillstoolkit.campaign.gov.uk/
4. Online E-Learning Courses (free of charge): www.futurelearn.com
5. Staying in Touch with Culture, virtual tours: **Google search "free arts and culture"** (check out the British Museum and the Science Museum)
6. **Google "virtual events"** - going to an event without actually going to an event! Google search magic word is "streaming". See Facebook "Boiler Room" or YouTube.com/NationalTheatre website for free plays or TimeOut (currently calling itself TimeIn!);
7. Getting Creative: **Google search: musical-u.com** (become more musical, including singing for the tone deaf!); Photography go to your App Store: **mysketch** where you can change your pics into works of art!
8. www.culturewhisper.com/r/theatre/theatre_online_streaming/15292
9. Livestreams & Virtual Concerts: www.coronavirus-quarantine-music-events-online-streams also www.billboard.com
10. Mindfulness, Meditation: www.mind.org
11. Staying in Touch – how to, with friends and family: <https://www.which.co.uk/news/2020/03/5-ways-tech-can-help-you-stay-in-touch-with-family-and-friends/>
12. Family History: www.ancestry.co.uk

SAFER TOGETHER – FEEDBACK - PILOT RETURN TO WORK



Signage on entering site

On Tuesday 12 May, Nifco held a Pilot Return to Work briefing. A cross-section of the workforce, which was proportionate across the labour profile and included Union Representatives, were invited to the briefing. The session included an introduction to the new system, a walk around the whole site followed by a Q&A session led by Paul Burniston, General Manager – Operations, and, Jim Casey, Managing Director, about the procedures which have been put in place to ensure the safety and reassurance our colleagues may need for when it is time to return to work.

The session was received extremely well by the 25 colleagues who attended. On completion of the briefing each attendee completed an anonymous survey and all confirmed "I felt safe and confident to return to work".

On your return to work there will be a general induction briefing for all colleagues. Any ideas for improvements are welcome via the POP card system or see your line leader/supervisor.

If you have any concerns about returning to work you can arrange a walk around, please contact your supervisor/line leader.

Remember please action all procedures - keep yourself and others safe – Safer-together

SAFER TOGETHER – PILOT RETURN TO WORK – COLLEAGUE FEEDBACK

A massive well done with the precautions you and your teams have put in place for the return to work for the staff. Returning to work has been playing on my mind, but what you have all done and the action taken in our absence is fantastic and put to bed any fears I had.

Can't wait to get back to work, its looking good.

Well, just been into work to see about the new things put in place for social distancing. Absolutely brilliant. Temperature is taken as soon as you enter the site. Face masks issued, hand sanitizer stations, 1 way system implemented. Really good what has been put in place.

Sounds good to me!

I've just been into work for a walk around and I'm very impressed with what has been put in place. I thought the one way system may take some getting used to but it is well arrowed with signage.

Well thought out – impressive.



Well displayed informative signage on entering site.

Absolutely brilliant!

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**



Employer Jim Casey, Managing Director
Nifco (UK)

Date 26 May 2020

Who to contact: Paul Burniston, General Manager-Site H&S (07971981278)
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)