



Covid 19 Workplace Operating Procedures

All employees, sub-contractors and visitors to Stag Aluminium must comply with the following measures set out below. Read the updated risk assessments in conjunction with this document.

1. Self-Isolation

Anyone who meets one of the following criteria:

- Has a high temperature or a new persistent cough – then report to your supervisor immediately
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.
- If you are experiencing any symptoms before you are due to come into Stag Aluminium then do not come in. Contact your supervisor

2. Procedure if Someone Falls Ill

If someone is experiencing a high temperature or a persistent cough while at work, they should:

- Stop work immediately
- Leave the workshop
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Return home immediately
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed



Access for Visitors/Clients/Drivers

- By appointment only
- Require all workers to wash or clean their hands before entering or leaving the workplace
- Drivers off load materials by themselves.
- Drivers who require assistance with unloading must ask Stag Aluminium Management for permission.
- For the workshop the forklift will be used by Stag Aluminium forklift driver.
- **REMEMBER TO KEEP 2 METERS AWAY FROM OTHERS WHEN POSSIBLE**

Hand Washing

- Hand sanitiser and extra washing facilities will be provided
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Stag Aluminium **EMPLOYEES MUST WASH THEIR HANDS FOR AT LEAST 20 SECONDS**

Toilet Facilities

- Stag Aluminium has 4 toilets for approximately 12 people.
- Only one person to use the toilet at a time
- **Toilet in use** sign to be used prior to entering toilet and removed after exit
- Wash hands before and after using the facilities **FOR AT LEAST 20 SECONDS**
- Each person must enhance the cleaning regimes for toilet facilities; particularly door handles, locks and the toilet flush after use.
- Provide suitable and sufficient rubbish bins for paper hand towels with regular removal and disposal.
- Stag Aluminium employees **will** be required to wipe down the urinal and sink before and after use.



Cleaning of Workshop Areas

Stag Aluminium employees may be required to clean the following:

- Taps and washing facilities
- Toilet Flush and seat
- Door handles and push plates
- Machinery and equipment controls
- Shared equipment including hand router, CNC, Emmegi Saw and Graule Saw, Power Belt Sander
- Telephone equipment
- Keyboards
- Photocopiers, printers and other office equipment

Eating Arrangements

- Break times will be staggered to reduce contact at all times
- Canteen not to be used at this time
- Microwave, kettle cannot be used at this time
- Water BIBO can be used but gloves must be worn and button cleaned prior and after use
- Hand cleaning facilities or hand sanitiser will be available where people eat and should be used by workers when entering and leaving the area
- Employees will be asked to bring pre-prepared meals and refillable drinking bottles from home. However, this may change once cafes/snack shacks are open
- Employees should sit 2 metres apart from each other whilst eating and avoid all contact
- You must bring in your own crockery, eating utensils, cups etc.
- Drinking water will be provided with enhanced cleaning
- Stag Aluminium employees must clean tables between each use
- Stag Aluminium employees must put all rubbish straight into the bin and not leave for someone else to clear up
- Employees may be asked to thoroughly clean chairs, doors and handles at the end of each break and working day



Avoiding Close Working

There will be situations for short periods of time where it is not possible or safe for workers to distance themselves from each other by 2 metres.

- Stag Aluminium has reorganized the work place so that there are at least 2 metres between work equipment and working areas. This may require some adjustments once the work place is at full production
- Non-essential physical work that requires close contact between workers should not be carried out
- The Emmegi Saw & CNC should not be operated at the same time where possible. If this cannot be achieved, then both operators must wear full PPE, Visors and Masks
- Stag Aluminium employees are encouraged to come up with suggestions for close working

PPE

- MASKS TO BE WORN WHEN WORKING IN CLOSE PROXIMITY OF OTHERS
- GLOVES TO BE WORN AT ALL TIMES
- RE-USABLE PPE SHOULD BE THOROUGHLY CLEANED AFTER USE AND NOT SHARED BETWEEN WORKERS
- SINGLE USE PPE SHOULD BE DISPOSED OF IN THE BINS PROVIDED TO AVOID BEING REUSED.



Additional Work Place Precautions

- Stag Aluminium have replaced cloth hand towels with paper towels.
- Paper towels must be used at all times and disposed of in the bins provided.
- Stag Aluminium has brought in hand sanitisers and surface cleaners.
- Stag Aluminium will install cleaning and disinfecting tables for workshop.
- Stag Aluminium will install line markings on the floors of workshop.
- Sharing of work equipment will only be allowed if a specific risk assessment has been carried out and there is no other way of completing the task.

Visiting Other Workplaces

Travel to Site

- Wherever possible workers should travel to site alone using their own transport.
- When travelling in Stag Aluminium Company vehicles masks should be worn if possible.
- If weather conditions allow, vehicle windows should be opened.
- There should be a designated driver for the day/week.
- If the need arises for the designated driver to change, then all areas of the steering wheel, vehicle instruments, gear stick, hand break, indicators, door handles (both inside and out) and seats should be sanitised before changing driver.

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

As more advice becomes available this document will be updated. All employees are encouraged to make suggestions as to how we can work safely.