CALL FOR SUPPORT

Topic: Social Distancing Initiatives (+ How to deal with Non-Conformance to Social Distancing Guidelines)

Information Requested: An ICBE member company would like to know what social distancing interventions/initiatives/assessments companies have in place.

Initiatives they have in place include:
- Added a new clocking machine for outgoing shift
- Door left open so you can open it with your foot not your hands
- Changed door handles to copper
https://www.copperh2o.com/blogs/blog/copper-and-coronavirus
- One-way walk system to prevent people from meeting
- Signs on the floor

Objective: To learn what ideas/solutions other companies have come up with in this area.

Some of the initiatives we have deployed to improve social distancing;

1. Introduced a night shift to rebalance the number of associates on the foot print
2. Introduced Perspex sheets between associates to reduce contact
3. On way flow of people through the building
4. Hand sanitizer kits for every work station/desk
5. Canteen times changed to facilitate a lower number of associates and staging areas to create spacing (2M)
6. Introduced Perspex screens at canteen tills similar to those used in the supermarkets.
7. Put paper cups at all drinking fountains to stop people using their mouths to get drinking water
8. Introduced disposable cutlery in the canteen
9. Doors left open to reduce touching
10. Increased cleaning duties for cleaners and more frequent
11. Encourage cashless transactions in the canteen
12. Ended self-serving in canteen. The canteen staff make to the order and serve.
13. COVID-19 Posters and signage throughout the plant.
14. All non-essential visitors & contractors are not permitted on site
15. New disciplines at shift changeover and break times to prevents huddles forming.
16. Limits put on all meeting rooms
17. Most meetings internally are now through webex video conferencing
18. Movement logs introduced to facilitate tracing in the event of an incident
19. Daily COVID Review meeting with SLT
20. Higher frequency of gowning cleans
21. Daily absence reporting COVID related with back up procedures

These are the key initiatives we have introduced.

Two issues we found with maintaining social distancing were those of person to person communication and employees carrying out tasks which required them to work closely.

Due to the noisy environment and the requirement to wear hearing protection we found that our employees were moving close together to be able to communicate, while certain tasks our employees are required to carry out often require them to work as close as shoulder to shoulder.

Our solution to this was to introduce face shields as shown below. They provide a personnel cough screen that can be easily cleaned and disinfected. Due to initial shortages the introduction was prioritised as follows:

1. Where employees had to work closely together (in groups of 2), one employee was issued a face shield. This allowed both employees to work closely together.
2. Supervisors and team leaders were issued with face shields. This allowed them to communicate in close proximity with any other employee (whether they had a shield or not). Until additional shields were sourced all communication between employees was passed through a team leader with a shield if the 2m distancing was not practical.
3. Once additional shields were sourced they were first issued to those who work in close proximity with others and then to the general workforce (prioritising those who communicate more than others)

We are now at a point where about 85% of our current workforce has been issued with shields. This provides a "herd immunity" of sorts (employees who have not yet been issued a shield are unlikely to have to communicate with each other)

I have <u>attached our internal comms</u> we distribute each Friday which is a summary of the daily coms for that week. It includes our social distancing efforts.

If you wish I can forward each Friday as we are continually putting increased measures in place.
Just today we have employed a person to patrol the shop floor to ensure people are not gathering in groups.

We've done the same as outlined below, except for changing the door handles. In addition,

- we've split shifts to reduce number of employees in the building at any time (and of course homeworking where possible)
- Extended times for the canteen, reduced the cooked food options (for takeaway mostly)
- Introduced Social Distancing Co-Ordinators in each area of Production (to remind, reinforce guidelines)
- Introducing 'Permit to Work' system (each TASK is Risk Assessed and mitigated)
- Departmental Social Distancing Audit under way.

We have done the following to ensure we are not breeching the HSE guideline of <2m for >15 minutes at a time.

- Removed a lot of chairs from our canteen so it is not possible to sit together. If we see breeches we are asking the people to move or maintain 2m distance.
- Marked the floor in the canteen for queuing for food – same as supermarkets
- Staggered break times, cleaning all the time in the canteen
- When someone leaves a table in the canteen they turnover a sign to indicate that the table needs cleaning and it is cleaned before the next person can use it.
- We have made our canteen free for the month to avoid queuing at tills
- Sign on each of our meeting rooms to state how many people can meet there - we have measured the 2m spacing's so it's now between 2 and 7 depending on the room
- Reminding everyone at the Tier 1 morning meetings and asking if they think there are any opportunities for close contacts with the work they have planned for the day. We need to mitigate these if possible with by spacing out and if not possible to use PPE.
- We had a problem with operators gathering in our control room so have put a sign on the door saying how many people can be in the area, removed all other chairs and put tables out on the manufacturing floor to take people out of the control room for paperwork.
- We have relocated some process engineers to frees offices where people are fully working from home.
- Asking EHS personnel to do short talks on the importance of social distancing with supervisors and team on shift change overs
- Asking people to police this themselves in the interest of their own health and that of their families
- Everyone coming to work has to fill in a close contacts log every day to say who they are with <2m for >15 minutes – supervisors are responsible to checking these and we need to look for solutions if there are breeches.

non-compliance with the physical distancing protocols

- This would fall under a breach of Health and Safety procedures/protocol as we have communicated the requirements to all employees inclusive of signage around the site
- Therefore, any non-compliances will be treated the same as any other H&S breaches and followed up under the provisions of our Disciplinary Procedure (informal counselling, stage 1 verbal warning, stage 2 written warning, stage 3 final written warning, stage 4 dismissal)

Facing the same issues and we believe this is a health and safety concern and as such should be treated in the same way.
Have not gone there yet but that is what we are thinking.

- Escalation - People / employees are hi-lighting these incidents to management, which is great and shows that many people are concerned enough.
- Feed-back – the managers are very direct in their feed-back at tiered meeting……………. that some people are not complying with the distancing rule.
- BBI – We have diverted all BBI (Behavioural Based Indicator) to focus completely on distancing, hygiene and cough / sneeze etiquette

We have noticed a similar pattern in respect of lunch breaks and also employees congregating in cars. We have just re-iterated the importance of SD through sitewide, management and EHS communications and continue to monitor.

We have been working continuously on our social distancing measures. Our admin building occupancy have been reduced by 90% with most people working from home. In particular, we have done a lot of work around our canteen services for those still working in our production buildings. Please see attached photos which show our development of a one-way system to reduce interactions. Our canteen occupancy has been reduced to hold less than 30 people (usually holds 160). In most cases anyone who works from a desk takes their food back to their office. Additionally break times are staggered.
Hope this is helpful.

See below some of the measures we have put in place:-

- Compliance with HSE Guidelines (https://www2.hse.ie/coronavirus/)
- Suspend all business travel.
- Extra cleaning and sanitising of high touch/contact areas – stairs banisters, biometrics, door handles, etc.
- Extra cleaning in washrooms and restrooms.
- Extra sanitiser dispenser stations across the campus.
- Increased awareness emails sent from Corporate
- Awareness videos on Company plasma screens
- Restriction on visitors, service engineers, contractors for 'mission critical' reasons only.
- Personnel visiting site must complete pre-Screening document and obtain approval in advance. No visitors now!
- Deferred all on site events
- Cancelled all internal 'large' group gatherings and meetings.
- Webex meetings taking place where possible.
- Segregation of main building and service site
- Segregation of onsite personnel, including meal breaks, shifts, critical functions, etc.
- Extra cleaning in Cafeteria between service.
- 'Air-break' between shift to prevent shift overlap.
- Segregation of Cafeteria seating to max of 1 persons per table, separated by 2m.
- Deep clean of all Cafeteria surfaces between main services.
- Working from home where possible and with approval of Manager – more than 60% of employees now working from home.
- Deferring non mission critical work.
- Closed offsite Gym/Sports facility.
- 'Social Distancing' across the site.
- Personal Interaction log based on 15mins/2m rule.
- All employees must notify HRBP of travel outside the country.
- SMS Text Messaging service.
- Modified plant evacuation for covid 19