

HS010 Tibbetts Group Covid-19 – Safe Operating Procedures (SOP)

PROTECTING THE WORKFORCE

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Policy Introduction

As a result of the Covid-19 pandemic, the Tibbetts Group have implemented safe operating procedures across all sites to protect its employees, their families, visitors and the general public.

This way of working will ensure social distancing and cleaning practices help reduce the spread of the virus.

These procedures have been developed, taking account of government advice on Coronavirus. Working practices will be updated as government advice changes and business risk assessments see fit.

Each new employee will be given an induction upon joining to ensure that the safe operating procedures are clearly understood.

If you think there is a safety matter relating to Covid-19 that has not been included in this document it is your responsibility to raise it to keep you and those around you safe.

Safe Operating Procedures (SOP) Summary

For our ease, the summary below outlines the main points we should all be adhering to within this latest version. The subsequent pages provide the detail behind our SOP working practices and will remain as a reference guide.

- Face masks **must** be worn whenever moving around sites, entering or exiting buildings and can only be taken off when positioned at your 'workstation'
- In line with the latest Government guidance, with immediate effect we will revert back to a minimum of twice weekly testing (i.e. Monday and Wednesday) for all employees. You **must** send evidence of a negative LFT result to wellbeing@tibbettsgroup.com and your **Line Manager** – this must be done **prior** to arriving at work – failure to do so, will be a breach of these guidelines and at minimum will result in being sent home **unpaid**, but could lead to disciplinary action
- From **11th January 2022**, a **positive LFT test** is now sufficient to confirm a positive COVID-19 case for anyone who is not displaying any symptoms, and start self-isolation. In this instance, you no longer need PCR confirmation, reporting your positive result on the Govt website - www.gov.uk/report-covid19-result. If you have 1 of the 3 main symptoms, then you are still required to go for a PCR test to confirm if you have Covid-19.
- If you have any symptoms or you receive a positive LFT result, stay at home (or if at work, go home immediately), speak to your line manager, and start self-isolation. Send the LFT or PCR result to wellbeing@tibbettsgroup.com and your Line Manager **within the hour of it being received**. The company will then work with you to conduct a risk assessment of what needs to be considered
- Vaccinated employees with Covid-19 will now be able to return to work as long as they can provide 2 x negative LFT results on day 6 & 7 and they have no symptoms, returning on day 8 or after the full 10 day isolation period if results remain positive
- If you feel you have been exposed to someone with symptoms or they test positive, please report this immediately to your line manager or HR who will discuss with you next steps – for example, if you have been double vaccinated/had the booster, you do not need to self-isolate and can attend work, but you must provide proof of negative LFT test results daily
- **Non-vaccinated employees**, whether they have tested positive themselves or been in contact with someone with symptoms or who is positive, **must** self isolate immediately and remain in isolation for **10 full days by law**. In these instances, we encourage holiday to be taken or this period will be **unpaid leave**
- Only visit other sites, customers or have visitors where necessary
- Inter-site travel must be supported by a negative LFT prior to travel, on the day of travel

- All external visitors will be required to provide a negative LFT prior to entry on to any Tibbetts site, as well as having to sign the declaration on page 14
- In order to keep ourselves and our loved ones safe, we encourage employees to get fully vaccinated by having the booster, and so will support them with the time off required for vaccinations and boosters, with confirmation of appointment
- Send your **vaccination status** to wellbeing@tibbettsgroup.com if you have not already done so, and resend your status each time it is updated with a new vaccine/booster – this is **vital** so that in the event of an incident we can take this information into account within our risk assessments as this status affects your required isolation period
- Vaccination certificates have an expiry date and therefore good practice would be to send your certificate to wellbeing every **quarter**
- If you cannot source an LFT test from the NHS website (www.gov.uk/order-coronavirus-rapid-lateral-flow-tests), then speak to your Line Manager or HR and they will ensure a test is sent to you. Please do not come to work until you can provide a negative LFT test result
- If taking an **LFT** test is not made a priority by the employee or they fail or refuse to provide **evidence**, then payment for the sickness period will not be considered
- Please continue to follow the core components of our SOP to prevent any spread of the virus:
 - Continue to clean down workstations regularly and all communal areas whenever used
 - Continue to wash hands regularly and use hand sanitiser gel provided
 - Continue to maintain 2m social distancing rules

For further information on the full working practices, please ensure you consult pages 4 – 15.

Reference Guide – SOP working practices

Working Zones

We would like all employees to think about the different areas of the business as “zones.” Zones are working areas such as a desk space in an office, a packing area in a warehouse or a machine section in a factory. Everyone has a responsibility to reduce the risk of spreading the virus between zones. Think about how you move between zones and what impact that movement may have on the cleanliness of the workplace.

Think!

What “Zones” have I been in to get to work? Home > Car > Workplace

Do I need to leave this zone? Can I make a call or send an email instead?

Leaving the zone - what touch points did I make? Have I got my face mask on?

What is the best path to the next zone to keep distancing rules?

What PPE should I be using? (e.g., Gloves, face masks)

Do I need to visit the cleaning station and ensure the area is now wiped down?

The Basics of Safe Operating

- Wash your hands regularly with soap and water for a minimum of 20 seconds
- You **MUST** withdraw from any activity or circumstance requiring you to be within 2 metres of any other person for longer than 5 minutes and advise your Manager. You **MUST** report any of your colleagues that are not adhering to the 2m rule and are not illustrating a **COLLECTIVE** responsibility to the business which will present a huge **RISK** as a whole
- Cough or sneeze into a tissue and dispose of straight away or cover your mouth nose with your arm not your hand
- If you start to display any of the symptoms below (this includes additional symptoms now believed to be indicators of the new strains of the virus) - **DO NOT** come into work (including if members of your household start to display them and you have not been double vaccinated)
 - a high temperature
 - a new and continuous cough (for 1 hour or more)
 - anosmia - the loss of or a change in your normal sense of smell. It can also affect your normal sense of taste as the two are closely linked
 - fatigue
 - headaches
 - diarrhoea
 - sore throat

Self-Isolation

Anyone who meets one or more of the following criteria **should not come on to site and should self-isolate immediately**, informing their Line Manager/HR and **follow the most recent self-isolation guidance from the Government**:

- If you are displaying any of the known COVID symptoms (as outlined previously in 'The Basics of Safe Operating')
- If you have received a positive test result of COVID-19
- If you have symptoms of COVID-19 and you are waiting for a test result, or you have not been tested but do require hospital treatment
- If you have **not** received a double vaccination+ and someone within your household or bubble shows symptoms of COVID-19 or has received a positive test result for COVID-19, **or** you have been in close proximity with someone who shows symptoms of COVID-19 or has received a positive test result for COVID-19
- If you have been advised to self-isolate by the Test & Trace system

It is vital that you inform your Line Manager/HR as soon as you are aware of any of the above so that we can support you and so that the Company can assess what steps need to be taken if any to ensure others within the business also remain safe.

If you **have** received a double vaccination+, there is no longer a requirement for you to isolate if you have been in close contact with someone with symptoms or who has tested positive, only if you display symptoms or test positive yourself.

Procedure if someone becomes unwell at work

If an employee develops any of the known symptoms whilst at work, they should:

- Avoid touching anything or speaking to anyone
- Inform their Line Manager and return home **immediately**
- **Take a Covid-19 LFT test as soon as possible**
- Their Line Manager will, with urgency:-
 - complete “**QMF79a – Manager Checklist for Covid-19 absence & / or self-isolating**”
 - carry out a risk assessment to understand the risks and impact on the business and employees
 - communicate the outcome of the risk assessment, including any required actions, to the Management team as soon as possible
 - communicate the agreed actions to the necessary employees as soon as possible
 - update People HR using ‘**Self Isolating code – self**’

Internal Covid-19 testing

Based on the latest Government advice, from **11th January 2022**, we will require twice weekly testing from all employees. Employees can order their own free testing kits directly from the Government using the link below:

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

The Company will hold a small amount of LFT kits on each site to cover any emergency situations. Please continue to send the results to wellbeing@tibbettsgroup.com and copy in your Line Manager.

Test records will continue to be held centrally by HR, and testing will be in line with the following guidelines:

- LFT will only be compulsory to employees at this stage if a risk assessment shows evidence it is required, for example to an employee who has been in close proximity with a positive case. It is important to be aware that depending on the case, multiple tests may be required. Should a request be refused, the employee will be asked to isolate immediately on statutory sick pay until a time when it can be proven that they are safe to return to work
- If an employee is returning to work after a period of isolation, they must carry out a test **at home** before they come to work on the 1st day they arrive on any site
- A photographic negative result should be sent to wellbeing@tibbettsgroup.com, copying in your line manager
- LFT testing for external visitors at all sites (non-employees) is compulsory
- LFT testing should be taken prior to travelling to another site, on the day of travel
- LFT testing should be taken if you have approval to visit customer sites (i.e. van drivers, Sales)
- Please be aware that even if an employee is 'fully vaccinated', it does not exempt them from testing as they remain susceptible to the virus

The use of LFT and the above process will continue until the UK data signifies that we can stop completely, or the Company is required to change our testing programme, at which point this will be communicated to employees.

Coronavirus (COVID-19) vaccinations

The Company fully supports the Coronavirus (COVID-19) vaccination programme in an attempt to protect ourselves and others from the virus and we strongly encourage all employees to get fully vaccinated wherever medically possible.

Research has shown the vaccines help:-

- reduce your risk of getting seriously ill or dying from COVID-19
- reduce your risk of catching or spreading COVID-19
- protecting against COVID-19 variants

Even after having the vaccinations, it is important to remember that, although you are far more protected, you are still able to catch / spread the virus. It is for this reason that we ask you to continue testing and to continue to remain vigilant at all times.

Please let us know your updated vaccination status – this is vital so that in the event of an incident we can take this information in to account within our risk assessments.

The vaccine status has an expiry date, which is updated on your NHS App each month. It would therefore be advisable to email your vaccination certificate on a quarterly basis.

Travel to / between Site(s)

Please minimise risk wherever and whenever possible.

Employees should travel to work alone and avoid public transport.

Only travel to other company sites if it is absolutely necessary for your job role – roles where this is applicable will be identified. Regular **LFT** should be taken if you are travelling to other Company sites or visiting customer sites (i.e. van drivers, sales).

Communication channels such as phone / email / teams / chat should be fully utilised and internal and external meetings should be done by video conference call rather than face to face.

Arriving on site

- Ensure you are following the LFT protocol where appropriate
- If arriving by car, please reverse into a space. If all employees adopt this parking method, you are guaranteed to remain greater than 2 metres from any colleague parking at the same time as you
- Always observe a minimum of 2m distance of any employee at all times during all processes, this may hinder jobs and slow things down but must happen
- Prior to entrance all employees are to use hand sanitiser provided or wash their hands at the hand cleaning facilities with soap and water wherever possible
- Please make sure you clock-in using the site facial recognition terminal - if for some reason it does not work or you forget to clock-in, please let your manager know asap and they can manually adjust your clock-in or speak to HR
- A site induction will be given to all new employees by their Line Manager to ensure there is a full understanding of the current safe operating procedures (SOP), during this period of social distancing
- Canteen areas may be modified or closed therefore please prepare your lunch and drinks accordingly
- Personal storage will be modified to reduce risk of contamination

Cleaning stations

Cleaning stations have been provided in each area of the business. The following items or similar (dependent on availability) will be provided at all cleaning stations:

- Blue Roll
- Anti-Bacterial multipurpose spray
- Spare cloths for steamers
- Gloves (each employee will be given a supply of gloves for cleaning)
- Hand Sanitiser
- Phone and screen wipes
- Cleaning Rota
- 5s checklist for contents
- Disposable cloths
- Access to a steam cleaner

Face Masks

Wearing a face mask may protect others if you are infected but have not yet developed symptoms. As a result of this, the Company requires all employees to wear face masks at work as an extra

precautionary measure to further reduce the risk of infection. Employees **must** follow these strict guidelines at all group sites:

- Masks to be worn when arriving at any site from the point of getting out a vehicle or entering the property (if not arriving by car)
- Masks must be worn at the point of entry into any Tibbetts site building
- Hands must be sanitised before entering any Tibbetts site building
- Masks must be worn when moving around a site / between zones within the site, whether inside or outside
- Masks must always be worn in common areas except when sitting down to eat / drink
- Masks can be removed when an employee is installed into a “location of work” that can be cleaned down after, as per the SOP, examples of which are a work desk, a meeting room table, a packing station etc.
- Masks must be worn until the employee has either exited the site or is within their car, at this point it can be removed
- Disposable masks must be disposed of correctly in waste bins provided
- Where applicable, meetings with visitors can be conducted without masks when in a confined meeting room / location of work with the common agreement of the Tibbetts employee(s) and external visitor(s). Should either party not agree, masks must be worn during the meeting
- Employees who are “medically” permitted not to wear a mask must register this with HR and their line manager and will be recorded as ‘exempt’

It is the employee’s responsibility to supply their own mask and have it with them at all times. A small batch of disposable face masks will be kept within the business for emergency purposes only. These will be kept with a designated Line Manager within each zone. If an employee has forgotten their mask, they will not be allowed to enter the building and will be required to call their Line Manager or buzz the reception intercom to request that a mask is brought down so they can safely enter the building.

Please follow the guidelines below to ensure face masks are used properly:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as it could be contaminated with the virus
- avoid wearing on your neck or forehead
- avoid taking it off and putting it back on a lot in quick succession
- change your face covering if it becomes damp or if you’ve touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer’s instructions; if it is not washable, dispose of it carefully in your usual waste
- practice social distancing wherever possible

Cleaning

It is the employee's responsibility to clean their own workspace at regular intervals (minimum twice per day), including a company-wide clean down at 12.00pm each day in which all employees must participate – each workstation will have its own sanitiser bottle. It is also vital that employees are aware of all shared touch points in their working zone such as kitchen areas, office equipment, warehouse equipment etc. and clean these before and after use. The external cleaners will also continue to thoroughly clean all areas.

Site Access Points

Whilst access points differ in location and type across the group sites the following guidelines should be observed:

- Stop all non-essential visitors
- All access points will be monitored to ensure that all employees and visitors can adopt social distancing, this message will be reinforced with signage
- Fingerprint entry is disabled to eliminate a high touch point area
- All employees are required to use the hand sanitiser provided before entering or leaving the site
- Delivery drivers or other unauthorised personnel must not enter the building to use the facilities; toilets and washrooms are high risk areas and as such are restricted to employees only, unless otherwise agreed

Hand Washing

Hand washing is the single most important activity for every employee. We will always therefore ensure that soap, hot water and / or sanitiser is available. Waste bins will be provided for a safe method of disposal for items such as hand towels and wipes.

Please note hand washing can be performed with gloves on provided the gloves are of a type and design that allows for this.

Hand washing areas will be regularly cleaned according to the site cleaning rota.

Once you have washed your hands please wipe down all contact points after **every use**.

Toilet Facilities

Toilets are a high-risk area and must be cleaned after **every use** according to the Toilet Cleaning Procedure below.

Where appropriate, employees will be designated a toilet and are not permitted to use any other toilet unless authorised to do so by their line Manager.

Toilet Cleaning Procedure

Having used the toilet and washed hands, employees must:

- Spray contact points: the seat, flush handle, taps, door handles and light switch – wipe down with the disposable cloth provided
- Wipe the bottle of the cleaning product with the disposable cloth

- Wipe down entrance / exit door upon leaving
- Dispose of cloth in bin provided

Test and Trace App

With the recent launch of the Government 'Test & Trace App' and the business risk assessment review, we have decided that due to the layout and our safe operating procedures in place, we respectfully ask employees to turn the tracing feature **off** whilst in work. The reason for this is that the App. is virtually "shaking hands" with anyone up to 4m away and our policy is clearly 2m+ as per government guidelines. The App. also cannot take into account that personnel may not be in the same room, have P.P.E. on or may not be face-to-face and, as such, can give a false positive result reading which in turn is a real risk to employees and the business having to isolate unnecessarily.

- Operational employees are to leave their phones in their lockers. Government guidelines ask that when the phone is not with the person or in a static place (i.e., a locker) the track and trace is turned **off**, so we do not get a false positive result
- Office employees (as per our phone policy) personal mobiles are to be put away and turned off. They are not to be on the desk unless you have your Line Managers permission – not adhering to this rule may be subject to disciplinary action as per [HR16](#) and [HR21](#)
- Due to the layout and our Safe Operating Procedures in place the new Track and Trace can set off a false positive due to desk positioning and IT Layout, and so we respectfully ask employees to turn the App. **off** during the working day to ensure these false readings are not taking place. HR will run workshop sessions and any concerns to be raised with your Line Manager/HR.
- For example, an attendee in a meeting room in an all-day training session could be "shaking hands via Bluetooth" with someone who's desk is in the adjacent room, yet they have had no physical contact with them throughout the day
- Everyone should continue to work strictly according to the Group SOP

Avoiding Close Working

Any process that currently cannot observe the 2m distance rule must be escalated to the line manager and referred for possible change, it is the employee's responsibility to escalate any process that cannot respect the 2m rule.

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should NEVER be carried out
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stair banisters to be regularly cleaned

Site Meetings

- Company preference is to hold meetings via video conference call (Teams) rather than face to face
- Only attend face to face meetings if ABSOLUTELY necessary

- If you need to meet face to face, always adhere to the 2 metres rule and in open, well ventilated areas if possible. If a meeting needs to take place in an enclosed office, please open the windows to increase ventilation
- The meeting 'lead' should take responsibility for cleaning down the room after - tables, chair arms, keyboard, mouse, PC, phone, door & door handle etc.

Meeting Rooms

- All rooms will have a maximum occupancy level displayed on the door. This must always be adhered to
- Signage on the door will indicate if the room is clean and sanitised – this is how a meeting room should be left. When in use, the sign is reversed, and will state “un-clean”
- Cameras/conference facilities will be installed in all meeting rooms to accommodate Teams, Zoom and similar face-to-face online meetings

Transition around building

- Think Clean! Clean! Clean! – door handles, banisters, rails, printers, fridge handles = all 'Touch Points'
- Do you **need** to leave your Zone? Have you got your face mask on?
- No gatherings / meetings around desks of more than 1 person socially distanced

Office Space

- Office space capacity to observe the 2m rule at all times
- The office spaces have been reconfigured to ensure the employees are never working within 2m of colleagues
- If it becomes necessary, working bubbles will be created where the job allows, so that we can reduce the number of employees on site at any one time. This further reduces the risk of the spread of the virus and the risk of a major closure of certain parts or all of the business
- All office employees to clean down your desks, phone, keyboard, and mouse at regular intervals (at least twice a day)
- Do not share stationery or keyboards (all keyboards and mice are wireless and such portable)
- Only use your own allocated mobile and desk phone
- Steam cleaners will be provided and must be used to keep the areas clean
- Reduce where possible the movement between zones

Warehousing / Manufacturing / Engineering Space

- The Warehouse space has been reconfigured to ensure that employees are never working within 2m of colleagues
- Gloves should be worn where possible for all activity especially when using shared devices such as keyboards, mouse, and printers
- Designated working areas have been provided and not shared to include all the equipment that you need to carry out your normal working activities, equipment such as tape guns and stationery should not be shared
- Your working area and all equipment must be cleaned down at the end of the working day

Vehicles / Forklifts / PPT

- Where possible vehicle/MHE should not be shared
- Clean down procedures to be strictly followed, at the start and end of day or when there is a change of user

Smoking Area

- Social distancing of 2m apart must be maintained (markings)

External contractors/Visitors to site process

Visitors are to be kept to a minimum to reduce the risk of spreading the virus.

It is the hosts responsibility to ensure that the external contractor/visitor: -

- provide a negative LFT prior to entry on to any Tibbetts site
- reads and signs the latest 'External Contractors/Site Visitors Declaration' section of the SOP (HS010) each time they visit
- is greeted by a nominated representative below or their host
 - TGL - Lisa Spencer or designated deputy from Internal Sales
 - BFC - Rob Hey or designated deputy
 - PG - Jane Measor or designated deputy
- uses hand sanitiser prior to or on entry
- uses the Hands Free QR reader when signing in
- places used lanyards, hi-vis etc. in a 'quarantine- tub' which will be held in isolation for 72hrs
- wears face masks on entry and whenever walking around the buildings
- wears face masks during meetings, but masks may be removed if both parties agree and stay confined to the meeting room
- uses paper cups which will be made available in meeting rooms for visitors
- All contractors should explain the work to be carried out. Where possible this should have been communicated prior to attending site at the time of booking. The Team Leader or Manager will then advise all employees to stay clear of the working zone for the period that the contractor is present
- All contractors/visitors should be given a site induction to explain safe operating procedures by the host
- Where possible contractors should work outside
- Where possible, the contractor/visitor will be shown their designated toilet. This toilet may only be used by the contractor/visitor during the period that they are on site. Employees will be designated a different toilet during this period
- After the departure of the contractor/visitor, the toilet will be cleaned according to the agreed procedure
- The contractor must, if possible, use gloves. Everything the contractor touches will be cleaned and sanitised after their departure. The contractor must be instructed to keep a record of all contact points. Once the zone has been sanitised all employees should be advised that the area is safe
- The host should sign out the contractor/visitor and clean any surfaces contacted during departure such as door handles, door release mechanisms etc.

Overseas Travel & Quarantine Guidelines

Currently anyone who re-enters the UK from any country not on the exempt list (www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) must **self-isolate following the government guidance** even if they only stopped in that country in transit. Decisions to impose a quarantine on travelers may be very sudden and can be introduced whilst a traveler is visiting that country, so things can change quickly. (<https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19>)

It is also important to highlight that in the UK there are local restricted areas of high risk and these can change just as quickly (www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19), so please ensure that if you are thinking of travelling around the UK or overseas that you **keep up to date with government guidelines**.

In order to minimise the impact on the business on both the employee’s workload and their affected teams, we are putting the following measures in place:

- Employees booking overseas holiday plans do so at their own risk of having to self-isolate on return should the government add additional countries to the quarantine country list either before or during their travel period
- If an employee does have to self-isolate after a travel overseas, they will have to take **holiday or unpaid leave**, they will not be eligible to be furloughed as per the government rules
- Severe breach of trust of this position such as if an employee continues to book or travel to a country after lock down there has been announced and without prior approval, could lead to disciplinary action
- Employees are also asked to avoid all areas in the UK of high risk. Should any employees need to enter a local restricted area, please report this to your line manager **immediately**

If you have any queries regarding the above, please speak to your Line Manager in the first instance.

Employee Sign Off of SOP

I have read and understood the procedures above. I understand that compliance with these procedures is mandatory and necessary for the protection of myself, colleagues, and others that I may come into contact with.

Print Employee Name:

Signature:

Date:

Welcome to Tibbetts

External Contractors / Site Visitors Declaration

As a result of the Covid-19 pandemic, the Tibbetts Group have implemented safe operating procedures across all sites to protect its employees, their families, and any external contractors/visitors to our sites to help reduce the spread of the virus.

These procedures have been developed, taking account of government advice on Coronavirus. Working practices are updated as government advice changes and business risk assessments see fit.

As an external contractor/visitor to our site today, please can you confirm that you:

- have not tested positive with Coronavirus (COVID-19) within the past 10 days
- do not have any of the following symptoms of Coronavirus (COVID-19):
 - high temperature (if this is in any doubt, a temperature gauge is available in reception to conduct a temperature check)
 - new and continuous cough (for 1 hour or more)
 - anosmia - the loss of or a change in your normal sense of smell. It can also affect your normal sense of taste as the two are closely linked
 - fatigue
 - headaches
 - diarrhoea
 - sore throat
- have not been in close proximity with someone who shows symptoms of Coronavirus (COVID-19) or has received a positive test result for Coronavirus (COVID-19)
- will wear a face mask on entry and whenever walking around the buildings
- will wear a mask during any meetings, although masks may be removed if both parties agree and stay confined to the meeting room

I have read and understood the above and am compliant with each point. I will report any change in my status in this regard and will refrain from accessing the premises if there is any doubt.

I understand that compliance with these procedures is necessary for the protection of myself, colleagues, and others that I may come in to contact with.

Contractor Company Name:

Contractor / Visitor Name:

Signature:

Date:

Employees conducting external site visits

It is important that we manage the risk posed to our employees by visiting other sites. External site visits should only be carried out if absolutely necessary, and as a result require business justification and consideration at Leadership level in order to proceed.

The following guidelines will be adopted prior to visiting Non-Tibbetts Sites.

- Single occupancy for vehicles, where this is not possible masks to be worn by all vehicle participants and windows kept open
- When delivering goods only - no paperwork is to be signed but the delivery to be photographed and this uploaded to the shipment to aid any invoice queries
- An offsite pack will be available in all vans and replacements can be requested from operations
- Pack contents
 - Gloves
 - Masks
 - Visor
 - Hand Sanitiser + MSDS
 - Sanitiser Spray + MSDS
 - Disposable blue paper towel
 - Waste bags (to collect waste and tied tightly once task completed)
 - LFT kits – test to be taken before visits to ensure negative results and proof can be provided should it be required
 - Tibbetts Group Covid-19 S.O.P.
- Always maintain the 2m distance
- Ensure arms and legs are covered at all times. Clothing must be long sleeved/long trousers. (NO short sleeves or shorts)
- Clothing/uniform must be changed daily and washed prior to use
- Should at any point you feel uncomfortable on site, please leave the site and report to your line manager
- Any site visits should be logged for Track and Trace purposes this can be found in the Vehicle Logbook

Employee Sign Off for External Site Visits

I understand that compliance with these procedures is necessary for the protection of myself, colleagues, and others that I may come into contact with.

Print Employee Name:

Signature:

Date: