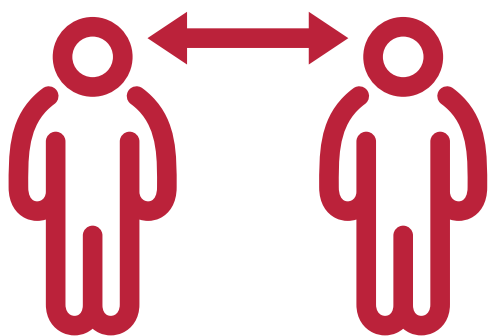


COVID-19



Site Safety Guide

Welcome back

Following our recent communication concerning a phased return of colleagues on the 27th April, we can confirm that some of our sites will shortly be opening, at a reduced production capacity.

So that we can open safely we have been working on a new safe operating procedure at all our sites including changes to our PPE procedures, and the sites have been prepared for your return to work. This document sets out those changes, which will be explained to you in detail when you arrive back at site. Your health and wellbeing is our priority, so please take the time to read and understand these changes.

While it is the business' responsibility to keep you safe, you also have your own part to play. We would ask that you consider the following, and commit to these principles before you come back on site with us.

Protection

- Your priority should always be to protect yourself and your loved ones
- It is important you understand the decisions that have been made, and why. If you are not sure, ask!

Responsibility

- Adapt to the changes that have been made on site, including social distancing, and follow the processes outlined here and on site
- Ensure that you follow the hygiene measures that are outlined – in and out of work

Commitment

- Be open to new ways of working
- Demonstrate resilience, commitment, energy and a positive mind-set to meet the challenges ahead.

New procedures are in place at all of our sites to make sure we are working safely, based upon the following key areas:

- 1. When and when not to work**
- 2. Travelling to work**
- 3. P.P.E**
- 4. Personal & Onsite Hygiene**
- 5. Social distancing**

When and when not to work

Self Isolation

Anyone who meets any of the following criteria must not attend site:

- If you have a high temperature or a new persistent cough
- If you are a vulnerable person (by virtue of your age, underlying health condition or are pregnant)
- If you are living with someone in self-isolation or who is a vulnerable person

If any of the above apply, please contact your manager, and follow the relevant procedure in your business.

If you fall ill on site

If you develop a high temperature or a persistent cough while at work, you must immediately:

- Notify your manager then return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in the bin, or if you do not have a tissue, cough and sneeze into the crook of the elbow, and wash your hands.
- The working area must be fully decontaminated after you leave.

You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

If you are unable to drive yourself home or be collected by another household member, another employee can drive you home taking additional precautions, which your line manager will explain.

Commuting

Protecting yourself during your commute

Where possible you should travel to site alone using your own transport. Please consider the below:

- Don't car share
- Avoid public transport
- Sanitise your hands regularly
- Avoid touching your mouth, nose or eyes
- Maintain a 2m distance between yourself and others
- Consider wearing additional PPE (face masks and gloves)

Remember to maintain social distancing when getting in / out of your car on site.

P.P.E.

In addition to the specific PPE defined within the site risk assessments for each process on site, we have made available additional PPE that will be provided for additional personal protection, feel free to use this as you see fit.

- Disposable face masks (FFP1)
- Disposable surgical gloves

No site will re-open without the appropriate PPE in place.

Personal & Onsite Hygiene

Personal hygiene and cleanliness is an effective measure to tackle the transmission of diseases and viruses and to support this the following additional steps have been put into place.

Entry and Exit

When arriving or leaving work you must hand sanitise using the provided dispensers. Again when leaving work you should sanitise hands and thoroughly wash hands (20 secs) with soap and water.

In addition, the use of finger print scanners for clocking on/off will be disabled.

Hand Sanitizers

Hand sanitiser and dispensers will be located at the following points:

- Reception
- Entrances to the communal offices
- Entrances to the communal canteens
- Entrances to the operational areas

Please sanitise as per the signage on site, as a minimum.

Maintaining site cleanliness

An appointed person will continually clean and disinfect the site paying particular attention to communal areas. Detailed cleaning guidance will be available on site. But it is all of our responsibility to keep our working areas clean.

Sanitising the site

A full site sanitisation clean, disinfecting all surfaces both in offices and factory including tools and equipment with approved disinfectant has been completed prior to reopening.



Social Distancing

Entry and Exit Points

The following rules will be applied on site. We will:

- Stop all non-essential visitors.
- Introduce staggered start and finish times to reduce congestion and contact.
- Supervise entry and exit during start and finish times to ensure social distancing is enforced.
- Provide sufficient space for people to queue while maintaining 2m social distance at entry and exit.

Communal Areas

Communal areas such as smoking areas and canteens will be managed very carefully to reduce the risk of infection by employing the following measures:

- Maximum occupancy rates will be set depending on the size of the area allowing a minimum of 2m distance between each occupant.
- To ensure everyone has access to communal areas like canteen and smoke areas your scheduled breaks may need to be staggered to accommodate everyone.
- Sharing of plates, cups and utensils is forbidden and single use disposable cups, plates and utensils will be provided.
- Multi-use handtowels/tea towels are not to be used. Please use disposable paper towels.

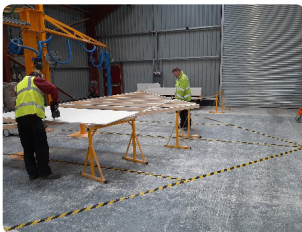


Social Distancing

In the factory

Operational areas will be adapted to limit the risk of infection; smaller teams will be created to limit the chance of cross contamination. Measures have been implemented around work stations to ensure distances can be maintained, these will be explained to you on your first day back on site.

All tasks should be possible while maintaining a safe distance, however If you feel social distancing cannot be achieved, the task must not be undertaken refer to your line manager or H&S Advisor before proceeding.





Yard

Due to the large area that yard operatives work in, it is expected that you will be able to maintain social distancing rules of 2m from the rest of your team. Key equipment like fork lift trucks must not be shared and must be cleaned at the start and end of each shift.

Office

Staff who can effectively work from home should continue to do so. If you work in the office the office use the additional space to keep as much distance between colleagues, always maintaining a minimum 2m distance. Computers, phones, desks and chairs must not be shared and should be cleaned.

Meetings

Face to face meetings wherever possible must be replaced by online and teleconference meetings.

Regular staff briefings, including safety and hygiene briefings, will still be conducted providing social distancing measures can be followed, this may involve moving the briefing to a larger area or doing multiple smaller groups.

Visitors & Delivery Drivers

All unauthorised, and non-essential visitors should be stopped from visiting site. Whenever possible delivery drivers will remain in their vehicles if the load will allow it, and must wash/clean their hands before unloading goods or materials.



Final Reminder:

Health and Safety should always be the primary consideration when operating within the work environment. Do not undertake any action which may affect your health or that of someone else. If you are not comfortable with any situation on site, please contact your line manager, or email the EHS team via Glenn.Darbyshire@saint-gobain.com

