

Coronavirus – Production Centre Preparations

18th March 2020

At Caice Acoustic Air Movement the safety and wellbeing of our employees and our customers is always our priority and we are fully aware of the potential risk to business and individuals from the Corona Virus epidemic. We recognize the importance that we mitigate the impact of the virus in the Production Centres both as sound business practice and as part of our duty of care to our employees.

The issues that will be encountered in Factories differ greatly from those in offices and it has been necessary for us to ask our staff to make significant sacrifices in order to ensure our manufacturing capability is not undermined.

Section 1 - General Rules

The following rules for the Production staff have been put in place by management and must be adhered to with immediate effect and not cease until further notice.

1. Every day as you attend work you must report to your Team Leader or Supervisor to confirm that you are fit and healthy for work and that there is no one living with you that is isolated due to coronavirus symptoms.
2. You will then be asked to take your temperature using an infrared thermometer. The intention of this is to identify potential early signs of infection that you might not be aware of but also to protect all staff from those that might be tempted to report to work despite showing symptoms
3. Upon entering the building either at the start of your shift or after every break, you must wash your hands thoroughly or make use of the sanitising handwash provided
4. At the end of your shift you must make use of the sanitising handwash provided and wipe down the tools and equipment in your area with sanitising handwipes.
5. No meetings are to be held unless necessary.
6. No visitors to be allowed in the factories unless absolutely necessary and by prior appointment
7. Wearing of safety gloves is even more important than normal as it is less likely that you will touch your mouth, nose or eyes while wearing them.
8. Please be mindful and try to work in a manner to limit exposure to others specifically ensuring where possible you keep a space of 2m between yourself and others

Section 2 - Working Patterns

In order to delay any spread of the virus through the factories, the workforce at Sturminster will be split into 2 teams working 4 days on, 4 days off pattern. The objectives being that, with less people in at any one time, the distance between workers on the shop floor will be increased, reducing contagion and that if somebody does contract the virus, they can only, at most, spread the virus to one of the shifts enabling the other shift to continue unaffected.

While working on this shift pattern, Saturday and Sunday will be considered as normal working days with respect to overtime pay.

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In order to properly supervise this work pattern, some office staff will also need to follow the same pattern. A rota of staff will be provided so everyone knows who is in on any given day so that they can contact an appropriate person.

Buckland will continue with their normal shift pattern as there are not enough people to form 2 effective shifts. There, however, Mark and Richard will not work in the building at the same time to reduce the possibility of them both having to self-isolate at the same time leaving the factory without supervision.

Workers will be required to dispose of safety gloves and ear plugs at the end of each work pattern (4 days at Sturminster, 5 days at Buckland) in addition to normal replacements through wear and tear.

In the event that someone is identified as having had the virus at work, in addition to thoroughly cleaning the facility, all used safety gloves will be disposed of immediately.

Section 3 - Vulnerable People

Vulnerable people in the office will be asked to work from home with immediate effect. Vulnerable people on the shop floor will be given the option of switching to the night shift to reduce the chance of infection.

Where home working or self-isolation leaves desks unused, remaining workers will move to available desks to ensure maximum distance between office workers.

Section 4 - Supply Chain

As well as ensuring as best we can the health of staff through the measures above, Production Facilities must also ensure continuity of supply in order to be able to manufacture goods. To this end, the following measures are being taken.

1. Managers will constantly evaluate all components or materials to assess the risks of shortfalls or extended lead times and increase buffer stocks to accommodate.
2. Suppliers will be contacted weekly to determine if there has been a change in their supply chain that we need to take into consideration when evaluating buffer stocks.
3. Whilst the temptation may be to buy in lots of all stock, we must be mindful of the available storage space, using it for the highest risk items. We must also be mindful of the effect on cashflow of ordering in too much stock.

Section 5 - Other Precautions

1. As Statutory Sick Pay is low, in order to discourage workers from feeling they must come in 'to pay the rent' when displaying symptoms, they will be permitted to take holiday at no notice to cover periods of self-isolation.
2. Upon returning from holiday, workers will be permitted to 'bank hours' in order to replenish holiday used for self-isolation so that they can have a proper holiday later in the year.

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3. Accepting that there will inevitably be disruption on sites, stricter adherence to only commencing work once deliveries are confirmed will be observed to avoid consuming stock for items that may not be required, placing strain on storage facilities and cashflow.
4. Extra clocking machines will be positioned locations around the Sturminster Production Centre in order to funnel people in and out through more entrances and exits to prevent bottlenecks and queuing at the clocking machines. It is requested that people be mindful of others during these times and maintain a 1m gap between you and any other people.

Section 6 - Visual Management

Information and guidance signage have been put on display around the factory, to help and keep the workforce informed and reminded to adhere to 2 metre distance and other guidance whilst at work. Typical symptoms of COVID-19 and what to do if they have been exposed to confirmed case of COVID-19 and or suspected to have any symptoms haven been put on display. All staff are being subject to daily temperature check every morning and being closely monitored.

Hand-sanitisers have been provided around the factory to be used where hand wash is not immediately possible. Hand tools and all surfaces being cleaned and disinfected throughout the day and at the end of each shifts. Staff not to share tools and avoid unnecessary travel to other work area where possible. Work area has been marked 2 metres apart where possible and staff to work with the same pair to avoid person's contact with other staff than their pair. Sink, hand drier and urinal have been closed in toilet to enforce the 2-metre distance rule.

Section 7 - Risk Assessments

Risk assessment have been carried out to make sure of a COVID-19 safe working environment for all workforce. The total cases of COVID-19 stand to 12,978 people in South-west where the current estimated population of Dorset stands around 772,268 people and the Dorset county had 725 people confirmed case of COVID-19 to date (21/07/2020). Risk have been considered taken this into account.

Section 8 - Updates

Section 1.01 Update 18/05/2020

The 4 on, 4 off shift patterns were under continuous review and it has been stopped due to number of staff being reduced, this allows us to run normal shift pattern in full accordance with government and public health guidelines. However, the shifts and the breaks are run on a staggered time plan which means one team starts at 06:00 and finish at 15:00 and the next team starts at 08:00 and finish at 17:00. Temporary clock in and out stations have been put in place to allow workforce to clock in and out at different locations to avoid crowding at entry and exit points.

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Section 1.02 Update 22/06/2020

The situation is kept under continuous review with full accordance to government and public health guidance. Following the government recent advice on returning to back work, some of the furloughed staff were brought back into work. further precautions were taken by moving offices to different location in the factory to avoid crowding in the office, and some staff still works from home where possible. Shop floor staff to continue following the procedures and guidance as above.

Section 1.03 Update 20/07/2020

As company Caice continues to work in full accordance with government and public health guidelines to ensure its staff are safe while at work and to decrease the chance of infection as much as possible. From 1st of June the company has moved its FCU production from unit 10 into unit 11 where this has enabled us to further increase working spaces between each work area. Although having reduced number of staff with increased working spaces between each work area, still making sure all staff to adhere to 2 metre distancing where possible.

Staff not to meet in groups and in confined area such as canteen or even outside the factory during their brakes etc. Staff to only share car with same household or same work pairs where possible. Staff who use public transport advised to find alternative method, i.e. walk or cycle where possible. If the alternative travel is not possible use public transport with extra caution wear face mask/covering and wash hands and or use the provided hand-sanitiser upon their arrival at the factory. Caice continuously engaging with all member of staff throughout the factory to keep them informed about any updates as much as possible.

Section 1.04 Update 04/01/2020

Following the recent surge in cases Risk Assessments have been re-evaluated and the wearing of Face Masks or Visors on the shop floor is no Mandatory. Night shifts have been implemented in order to increase distancing on the shop floor and to mitigate the impact of any potential outbreak.

Throughout the Pandemic, Caice Production has been fortunate to have only had 2 confirmed cases amongst our workers (approx. 2.5% of the workforce) and in both cases, the precautions in place have successfully prevented further spread in the factories.

Paul Roebuck

A handwritten signature in black ink that reads "P. ROEBUCK." with a period at the end.

Production Director