

## COVID Level 2 – Management Plan

### 1. Compliance

Failure to comply with company guidelines and rules under Covid-19 levels will be considered to be a breach of H&S regulations and will be subject to disciplinary procedures up to and including termination.

### 2. Level 2 Principles

In the briefing on what level 2 will entail, the government outlined that the move to Level 2 is about reducing the potential for COVID-19 to spread in the community. The basic principles of level 2 are to :

- Ensure people with COVID-19 symptoms stay off the premises
- Maintain Physical Distancing
- Enable Good Hygiene Practises
- Keep track of people that enter the premises.

Government have also indicated that anyone over the age of 70, or who is classed as immunocompromised can go to work, providing the work can be done safely. If you fall into this category or have any other questions specific to your own circumstances, you should discuss your thoughts around returning to work with your Line Manager.

### 3. Working from Home

Staff who can work from home are encouraged to do so. Where there are restriction on your ability to work from home, you should discuss the potential for returning to work, either full time or part of the working week with your Manager. Staff numbers in the offices will be kept as low as possible, with a minimum of 2-meter separation distance in place.

## General Arrangements

### 4. Travel to / from work

Staff should only travel to work in their own vehicle and must not share a vehicle with anyone outside of their bubble.

### 5. Access to Site

All staff have access to site. Generally, staff allowed on site will be permitted to work in a single area only, within one bubble and with safe distancing always practiced. Staff who work in the office will be classed as a single bubble.

### 6. Start / Finish procedure for All

Start & finish times for the all staff will remain as normal.

Staff are reminded to use hand sanitisers when entering the building. Staff coming to work are declaring that they are free of any symptoms of COVID-19 and have not been exposed to anyone who has a confirmed case of COVID-19 in the past 14 days.

### 7. Contact Tracing

Wages employees will continue to use the swipe card system to clock in and out. Salaried staff members must retain an attendance log (for contact tracing purposes). The form is available on the public drive in the COVID-19 folder. Magnetic In/Out boards should be used by office staff for the purpose of accounting for staff in an emergency situation.

### 8. Segregation on the walkways

All walkways will be divided down the middle – one-way system on the left and opposite on the right. There are markers at 1-meter intervals on the walkways – ensure to leave a 1-meter separation when on the walkways (2 markers between you and the person in front of you at all times.

### 9. Segregation of Bubbles

Staff should stick to their own bubble as much as possible. For staff who are permitted to access the factory (e.g. for jet testing, providing manufacturing support), the timing and location of work must be established with the department lead to maintain isolation of bubbles.

## **10. Use of Face Masks**

Face masks do not need to be worn at work. Current guidance states that face masks should be worn in situations where physical distancing is not possible (i.e. public transport or in shops)

## **11. Meetings**

Where possible, meetings should be held over Teams. Maximum limits to be observed for meeting rooms, WITHOUT exception. Meeting room equipment (keyboard / mouse / remote controls) must be wiped with sanitising wipes before and after use.

## **12. Use of Company Cars**

Staff are not permitted to use company cars, allocated to another member of staff. Marine vehicles shall not be shared.

## **13. Visitors**

All visitors to the site must report to reception to have their visit recorded. Interaction with staff members should be kept to an absolute minimum. Any staff that interact with an external visitor must be logged on the visitor log form. At the end of the visit, the form will be returned to reception and filed for future reference.

## **14. Café**

Café will serve limited food while Level 2 precautions are in place. There will be a maximum capacity in the Café of 24 persons, with 4 people at each table maximum. Cleaning in the café will be carried out between each group using the shared facilities (tea, coffee etc) and a full clean between each break service (morning, lunch and afternoon).

## Operational Arrangements

### 15. Deliveries

#### Receiving external deliveries

Deliveries to stores can happen as normal (while maintaining 2-meter physical distancing with external personnel)

#### Deliveries at Reception

Mail deliveries will be accepted at reception. The mail bag will be wiped with disinfecting wipe before the contents are removed for distribution. Mail for each department will be distributed at a set time. 2 meters distancing must be observed, and the mail must not be a person to person transfer.

### 16. Disinfecting of Equipment / Tools

Equipment must be cleaned / disinfected between shifts. Where equipment is regularly used during a shift, or is used by multiple people, it must be disinfected at regular intervals.

### 17. Boat Service at Marine

Service and retail work for marine is allowed while meeting these additional customer contact requirements:

- a. Customer servicing issues or boat building information will be carried out by email or phone as a preference.
- b. Face to face over the counter spares sales, or payments can commence.
- c. Visitor log maintained.
- d. 1 metre distance rule must be observed
- e. The regular use of hand sanitiser/hand washing required.

## Appendix 2 - Break Times

### Main Factory

Morning Break Times – Café Access (Access limited to 10 minutes – staff to return to department / car / outside for break)

09:00 – Maintenance, Tool Room  
09:10 – QA & Stores  
09:20 – SJ Flow Line  
09:30 – Control Cell  
09:40 – Machine Shop  
09:50 – Fabrication  
10:00 – LJ Machine & Assembly  
10:10 – Impeller Cell  
10:20 – Non-Factory Staff

Lunchtime – Café Access (Access limited to 10 minutes - 30 minute lunch break still applies – staff to return to department / car / outside for break)

11:30 – Maintenance, Tool Room  
11:40 – QA & Stores  
12:00 – SJ Flowline  
12:10 – Control Cell  
12:20 – Machine Shop  
12:30 – Fabrication  
12:40 – LJ Machine & Assembly  
12:50 – Impeller Cell  
13:00 - Non Factory Staff

Afternoon Break – Café Access (Access limited to 10 minutes - staff to return to department / car / outside for break)

13:40 – Maintenance, Tool Room  
13:50 – QA & Stores  
14:00 – SJ Flowline  
14:10 – Control Cell  
14:20 – Machine Shop  
14:30 – Fabrication  
14:40 – LJ Machine & Assembly  
14:50 – Impeller Cell  
15:00 – Non-factory Staff

## **Marine**

### **Morning Break Times**

0945 - 0955: Roger, Chris, Bryan

1000 – 1010: Dave, Colin, Korey, Jackson

### **Marine Lunchtime:**

11:45 - Roger, Chris, Bryan

12:15 - Dave, Colin, Korey, Jackson

### **Marine Afternoon Break Times.**

1400 - 1410: Roger, Chris, Bryan

1410 - 1420: Dave, Colin, Korey, Jackson