



CONSIDERATION	Level 1	Level 2	Level 3
<i>Physical Distancing / Work level bubbles</i>	No restrictions	1-meter physical distancing. Walkway segregation Cell / Office level bubbles Normal start finish times Staggered break times	1-meter physical distancing Walkway segregation Cell / Office level bubbles – no movement between (5-meter isolation) Staggered start finish times / break times Marshalling Areas for product transfer
<i>Meetings</i>	No Restrictions	Meeting room limits applied. Encourage Teams meetings	No face to face meetings permitted
<i>Café Service</i>	No Restrictions	Restricted capacity (24) Limited food service (take away style only)	No Café service
<i>Visitors to Factory</i>	No restrictions	Pre-arranged visitors only permitted to site.	Pre-arranged essential visitors only (SMT Approval) Visitors hosted onsite.
<i>Contact Tracing</i>	Voluntary contact tracing of visitors to site (QR Code)	Wages staff - Electronic System Salaried Staff – Staff Log Forms Visitors / Contractors – Visitor declaration and log form	Wages staff - Electronic System Salaried Staff – Staff Log Forms Visitors / Contractors – Visitor declaration and log form
<i>Work from Home</i>	No implications	Encouraged for all staff who can work from home.	Staff who can WFH must do so.
<i>Work in Factory</i>	No Implications	Fully Operational	Essential production staff only
<i>Health Measures</i>	No Implications	Disinfecting of surfaces (increased cleaning schedules) Hand sanitising in all areas	Disinfecting of surfaces (increased cleaning schedules) Hand sanitising in all areas
<i>Communication</i>		COVID19 Awareness posters Local staff briefings	COVID19 Awareness posters Staff text message system utilised Facebook group & Website updates
<i>Travel</i>	Domestic Travel – no restrictions International Travel – By SMT approval only	Domestic Travel – no restrictions International Travel – By SMT approval only	Essential local travel only