



Social Distancing and Workplace Hygiene Policy for Visitors

Contents

- **Introduction**
- **Prior to attending site**
- **Self-Isolation and shielding**
- **Site Access Points**
- **Procedure if Someone Falls Ill**
- **Hand Washing**
- **Toilet Facilities**
- **Canteens and Eating Arrangements**
- **Changing and Washroom Facilities**
- **Social Distancing**
- **General Principles**
- **Discipline**

**THIS POLICY MUST BE READ IN CONJUNCTION WITH EXISTING
CONTRACTORS RULES AND PROCEDURES**

Introduction

DSF Refractories and Minerals Ltd, warmly welcomes all visitors, but in order to help us keep our employees and visitors safe during the current Covid-19 pandemic, please be advised of the following policy and action to take both before arrival and during your visit to our site.

In line with Government advice DSF have put in place effective ways to help prevent the infection's spread, including:

- Providing a clean and hygienic workplace.
- Reduced the number of employees on site at any one time.
- We have introduced a site zonal/ bubble system to help prevent unnecessary interaction between departments, with the exception of those who have roaming roles.
- Allowing people to work from home where possible.
- Promoting regular and thorough hand-washing by everyone.
- Providing all employees with an alcohol-based hand rub and access to cleaning equipment.
- Encouraging people to use and bin tissues.

However, there is also a responsibility on employees and **visitors** to comply with the measures we have put in place, particularly with regards to the following key points.

Prior to attending site.

Access to site will only be granted by prior arrangement with site management. Certain information will be required to be vetted by site management before your visit, such as, but not limited to:

- Reason for visit and estimated time on site.
- Site contact details (Name, Position and Mobile Number).
- Your own Company's Covid-19 Policy.
- Risk assessments and method statements relevant to the work to be carried out and outlining any Covid-19 specific actions.
- Confirmation in writing that this work cannot be completed remotely.
- We will also ask for Confirmation in writing that you have read and understand your responsibilities regarding this policy.
- We ask that all visitors/contractors fill in and return a Site Visit Questionnaire prior to your visit.

Self-Isolation and Shielding

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is living with someone in self-isolation
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Site access points

- All visitors must park in the visitors parking spaces
- Sign in at reception or the weighbridge and make your DSF contact aware of your arrival.
- We have made hand sanitisers and/or washing facilities at site entry points so that all Visitors can wash or clean their hands before entering or leaving the site.
- It is important to obey by the strict 2-meter social distancing site rules even as soon as you arrive on site.

Procedure if Someone Falls Ill

If a visitor develops a high temperature or a persistent cough while onsite, they should:

- Return home immediately by driving home if well enough to do so, or ask a household or family member to collect.
- Avoid touching anything or contacting anyone directly.
- Cough or sneeze into a tissue and put it in a bin (there are 6 **red** COVID-19 waste bins placed at locations around site), or alternatively if you do not have tissues, cough and sneeze into the crook of your elbow.

Hand washing

- We will ensure soap and hot and cold running water is readily available and kept topped up at all times.
- We will regularly clean the welfare facilities and check soap and sanitiser levels.
- We will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. The **red** wheeler bins and labelled – **COVID-19 WASTE** and placed in 6 key areas throughout the factory.

The below list are times which are considered mandatory for hand sanitising:

- Prior to clocking in
- At your workstation prior to starting work
- At the beginning and end of each break
- At the end of your shift
- After clocking out

We advise that visitors bring their own hand sanitizer rub for extra protection during their visit. We do provide free sanitizer rub at entry and exit points only.

Toilet Facilities

- Restricted the number of people using toilet facilities at any one time.
- Ensure the washing of hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush

Canteen facilities and eating arrangements

- We actively encourage our visitors to bring cold meals and drinks in from home. Including hot flasks if possible.
- We have supplied extra outdoor eating areas (social distancing rules will still apply).
- We have limited the eating areas to the canteen, outdoor seating areas and own cars (social distancing rules will apply).
- Break times have been staggered to reduce congestion and contact at all times. **Please ask for details about your break times whilst onsite.**
- Hand cleaning facilities or hand sanitiser are available at the entrance of any room where people eat and should be used by visitors when entering and leaving the area.
- Seating has been arranged so that, employees/visitors can sit 2 metres apart from each other whilst eating and avoid all close contact.
- Hot water urns, hot drink vending machines and microwaves are still available but with enhanced cleaning measures of the tap mechanism, vending buttons and microwave controls introduced alongside sanitiser and tissues close by.
- Tables will be cleaned between each use.
- All rubbish should be put straight in the bin and not left out.
- All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles by the cleaning team
- Snack vending machines have been removed from use.

Changing Facilities and Washroom

- Visitors are encouraged to get changed into work gear in their vehicles
- DSF will provide adequate washing facilities for your use whilst onsite.

Social distancing

Measures have been put in place site wide to ensure we can maintain 2 meters distance between all visitors and employees whilst onsite. We expect the following areas of work to be strictly controlled at all times:

- Work stations
- Canteens
- Clocking stations
- Changing areas
- Toilets
- Wash rooms
- Offices
- Walkways

All meetings should be carried out by phone or video conferencing or in the open air whilst maintaining social distancing measures or other suitable large venue e.g. canteen. People should avoid visiting offices.

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out. This will only take place under the instruction of management and only once they are happy all protective measures are in place.
- Work requiring skin to skin contact will not be carried out.
- Plan all other work to minimise contact between workers.
- 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.
- Minimising the rotation of equipment between users. E.g. hand tools.

- Visitors should provide cleaning equipment to enable them to regularly clean down their own workstations and tools. It is mandatory that these clean downs take place at the minimum intervals of, start and finish of each shift or when equipment is rotated to another user.
- First Aiders - we have a bag with PPE (will be issued to all first aiders along with new first aid guidelines).
- Shared equipment: People will not share equipment, including phones or computer equipment concurrently.
- Visitors/contractors must wear a face covering at all times whilst on site.
- If anyone has any concerns regarding this new policy or working conditions, they must raise immediately with the site management.

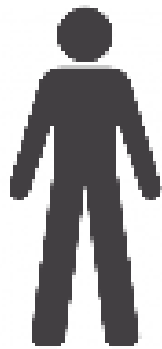
Discipline

Visitors not conforming to social distancing and hygiene rules will be asked to leave site.

WE MUST ALL WORK TOGETHER

SOCIAL DISTANCING

KEEP YOUR DISTANCE
2 meters (6ft)



AVOID
TOUCHING AND
CROWDS



WASH YOUR
HANDS FOR 20
SECONDS WITH
SOAP