

## **EXAMPLE Employee Briefing**

**\*\*Not official guidance \*\***

*Some food and drink businesses have found it helpful to issue a briefing to employees, detailing the measures being taken to maintain social distancing and provide regular updates on company guidance. Below is an example employee briefing.*

### **CORONAVIRUS: BRIEFING UPDATE – ISOLATION & SOCIAL DISTANCING WHAT ARE WE DOING TO PROTECT YOU?**

**Date: 27/03/20**

The safety, health and wellbeing of our employees is our top priority. A daily update on the on-going national and global situation regarding COVID-19 will be shared, with necessary actions to minimise the risk to employees' health. At this stage we continue to be considered as Key Workers (Category 2).

As you will know, the situation with Coronavirus is still moving fast and each day there are further government guidelines that have been requested of people and businesses. In conjunction with recent government regulations regarding social distancing we have put in place some more MANDATORY measures to help protect the health of all workers.

We fully appreciate the importance of keeping our employees safe therefore we have taken measures such as reducing sales volumes, foregoing sales and reducing productivity in order to make sure that we protect ourselves, whilst still keeping our employees in a job.

#### **Food Standards Scotland have issued the following guidance:**

Food businesses need to minimise opportunities for the virus to spread by maintaining a distance of 2 metres between individuals wherever possible.

### **ACTIONS TO ESTABLISH SOCIAL DISTANCING & PROTECT EMPLOYEES**

*Translation of key points to other languages for workers if needed*

#### **SITE-WIDE ACTIONS**

- We will stop Clocking In/Out from Friday 27th March
  - This will require further admin for Line Mgrs, particularly for Fire Register
- Number of people allowed to enter and exit the site at one time will be limited
  - This will be supervised by managers
- Breaks will be reviewed, times amended, and encouraged to take breaks in your car
- Agency labour will be cancelled; All overtime will be stopped; Training will be suspended
- Employees will be requested to take holidays, and this will be done on a first come first served basis but will also be skills dependant

**\*\*Not official guidance \*\***

## COMMUNAL AREAS

- Vending machines have been switched off
- Front Office will be used as an additional employee Welfare area
- We will establish a one-way system for Partner entry/exit, to improve hygiene control on doors (by Thursday 26th March)
- Some internal doors will be removed (or held open) to reduce touch points (by Thursday 26th March)
- Hand-sanitising door handles have been installed at some key points
  - Other handles to be fitted Thursday 26th March
- Number of canteen tables and chairs have been reduced  
There will canteen space as follows:
  - Canteen A = 8 spaces
  - Boardroom = 2 Spaces
  - Meeting Room = 2 spaces
- Limit the number of people at the smoke shelter to 4, this should already reduce if breaks are staggered  
An additional smoking area is provided at the bicycle store
- Only two people at one time in either ladies or gents' toilets
- Limit the number of people in the changing areas. Maximum of 4 allowed at one time in the male and 3 in the female – this will be supervised by managers
- Limit the number of people at the lockers. Where your locker is located next to someone and they are already there, do not proceed to your locker until the other person has moved
- Limit the number of operators as they enter & leave the washroom. This will be supervised by the manager.

## EMPLOYEE SEPARATION

- In Primary, we will install strip curtains between operator stations.
  - These will be fitted between Thursday 26th and Sunday 29th March
- In Value Add, we will install strip curtains between operator stations at Conveyor A and B
  - These will be fitted between Thursday 26th and Sunday 29th March
- On line A, we will have 5 people allowing for 2 mtr between each operative
- On packing, we will reduce to 18 people to allow for the regulated space
- On line B, we will reduce to one on each job therefore there will be 19 people which will allow for space in between each operative
- Ensure you move to one side to allow the QA to carry out checks

- If for any reason the line stops all operators must remain at their stations
- In the Despatch loading bay, we will reduce operator cross over.
- In the Yard, employees must ensure that they have a 2mtr distance should they require to be in contact with other employees
- Please ensure that you do not cross over in the corridor, if someone is coming towards you make sure you allow the 2-metre distance

## **PRODUCTION LAYOUT CHANGES**

- In Secondary, we will move Bulk Line to new Primary area
  - We will aim to move these on Sunday 29th March, with possible disruption to Bulk Production output on Monday 30<sup>th</sup>
- In Value Add, we will make the following layout changes:
  - rearrange preparation area B to increase distance
  - add an additional X preparation table
  - We will aim to arrange these by Friday 27th March

## **CLEANING AND PPE**

- Continue with the additional cleaning in these areas already assigned
- All operators already wear rubber gloves. This combined with their existing regular hand washing should limit cross contamination.
- Continue with the additional cleaning of touch points
- In any risk management category, the use of PPE is considered as a final means of protection
  - We have ordered protective visors and will have these available at earliest opportunity (expected Friday 3rd April)
- We continue to monitor advice on the use of face masks. As these may provide limited protection and cause further issues

## **CONCERNS AND IDEAS**

As you can imagine these measures will be reviewed and may be subject to further change or additional measures at any time and we will keep you updated with any further changes / developments.

If anyone has any specific concerns and/or ideas to further improve our controls, please speak with your Line Manager, HR or contact me directly.