

COVID-19 RETURN TO WORK PROTOCOLS

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MESSAGE FROM THE CEO

Dear All,

The COVID-19 virus is providing all businesses with unprecedented challenges. This infection does not discriminate, and my thoughts and condolences go out to all those that have been deeply affected by this terrible disease. The pandemic is a global one and as a global organisation we are dealing with the impacts in each of our operating locations fully head on.

Using local government advice and by working closely together cross functionally and with our sites around the world, we have created a set of processes and protocols for our locations that are there to ensure the safety and wellbeing of our staff, customers, suppliers, communities, families and friends.

Our aim in releasing this document is to ensure that when more of our colleagues begin to return to our operating locations, this is carried out in such a way that their safety remains our top priority. I ask that you read it carefully and familiarise yourself with the requirements detailed within. I understand that the protocols will not cover every eventuality nor meet every local government requirement, so I urge you to use these as a basis from which to work and adapt them as necessary to suit your local regulations.

Whilst some of the protocols may appear excessive, rest assured we are doing all we can to make sure people feel safe when they return to work.

Thank you all for your ongoing hard work and support in what I appreciate is an unsettling time for everyone.

Please look after yourselves and stay safe.

Kind regards,

Mark Belton

CEO - Trifast plc



SCOPE AND PURPOSE

The intention of this document is to provide guidance to enable our teams to return to their workplaces, to the extent necessary for the effective running of the Company. It is the priority of the Company to maintain the health, safety and wellbeing of our employees, and to reduce the associated risks of returning to work as far as is reasonably practicable.

The information in this document will change periodically as this is a living document designed to communicate the changing business requirements, safety and hygiene controls, best practice, regulatory requirements and Governmental guidance.

This document will be regularly reviewed by the internal COVID-19 team, stakeholders and interested parties.

COVID-19 TASK TEAM

- Mark Belton - Chief Executive Officer
- Clare Foster - Chief Financial Officer
- Glenda Roberts - Global Projects and Marketing Director
- Helen Toole - Global HR Director
- Colin Coddington - Global IT Director
- Andrew Nuttall - European Managing Director
- Charlie Foo - TR Asia Managing Director
- David Fisk - UK and Ireland Managing Director
- Representative from TR Fastenings Inc.
- Dan Jack - Global Sales and Commercial Director
- Stevie Meiklem - UK Operations Director

DISCLAIMER

The information in this document may not be applicable to all businesses or places of work and is provided for general educational and information purposes and to increase overall safety awareness. It is not intended to be legal, medical or other expert advice or services, and should not be used in place of consultation with appropriate professionals. The information was developed based on information and external guidance known at the time it was drafted and is subject to change with or without notice.

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Use of the information contained in this document is solely at your own risk.

If you have any concerns we strongly recommend you consult your manager, HR or other appropriate channel.





CONTENTS

02

Message from the CEO

03

Scope and Purpose

04

Contents

05-06

Employee
Responsibilities

07-08

Management
Responsibilities

09

Temperature check

10

Employee and
businesses guidance

11

The correct way to
wear and handle
surgical face masks

12

Delivery driver safety
guidance

13

Protecting Service
Agents (DLF drivers)

14

Warehouse Directive

15

Goods In Inspection
Directive

16

Visitors

17

Visitor COVID-19 sign
in sheet

18

Employee COVID-19
sign in sheet

19

Incident Management



EMPLOYEE RESPONSIBILITIES

HYGIENE STANDARDS

As a minimum all employees are requested to comply with the basic hygiene standards below:

- Clean hands on a regular basis. This should be using an alcohol-based hand rub/spray or through thorough hand washing using soap and water.
- Avoid touching your face. Contact with your eyes, nose and mouth should be avoided, if contact has been made, hands should be cleaned.
- Cover your mouth and nose with your bent elbow or a tissue when coughing or sneezing. If you believe that you are coughing as a symptom of potential COVID-19, report this to a manager, and leave the premises. Refer to “Incident Management” section of this guide.
- On arriving to work, all employees must sanitise their hands and where facilities are available will have their temperature taken and recorded.

PERSONAL PROTECTIVE EQUIPMENT

The below guidance relating to personal protective equipment must be adhered to, this is in addition to all current PPE requirements:

- Wear a face covering in all warehouse and manufacturing areas, and also when moving around the building.
- Wear gloves if directed to do so by management.
- Ensure that you properly care for and dispose of your PPE. Please follow the detailed guidance in this document, and the posters displayed in your location and on the COVID-19 SharePoint site.
- Report any malfunctioning PPE to your manager.

SOCIAL DISTANCING

Social distancing is a large factor in preventing the spread of COVID-19, please ensure that you understand and adhere to the social distancing requirements below:

- Always strive to maintain 1 metre plus of physical distance between yourself and others.
- Request others to keep their distance from you, and not to enter your work area where possible.
- No car sharing to and from work, unless this is with a member of your household.
- Food and drinks should not be passed between people, employees must only make their own.

WELLBEING

Employee wellbeing is a priority, and all employees are asked to comply with the below:

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 10 days from when your symptoms started. After 10 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

EMPLOYEE RESPONSIBILITIES

- For anyone else in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.
- Any employee who has traveled outside of the country they work in must adhere to their local government guidelines in regards to self isolation requirements, upon their return.
- Any employee arranging to travel outside of the country they usually work in, must inform their line manager of their travel arrangements - this must include as a minimum:
 - Which country they are traveling to.
 - Details of any countries they will visit or transfer through.
 - Their outbound and inbound travel dates.
- Any employee who finds themselves in one of these situations, should immediately inform their manager.
- Employees who are considered vulnerable or consider themselves high risk should communicate with their location head and the HR team to determine their requirements. Advice provided by the Government/Health services – should be adhered to as a minimum.
- Follow all guidance provided by management and posters displayed throughout your locations.
- If you suspect that any other employee is not adhering to the company requirements, please contact your line manager or the Group HR team.

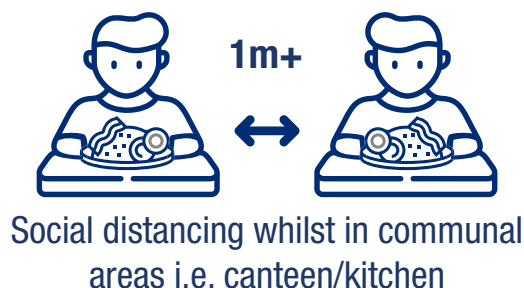
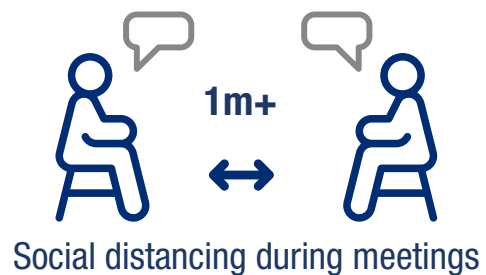
MENTAL WELLBEING

On the COVID-19 SharePoint site you can find information on how to look after your mental wellbeing including:

- Tips on coping with anxiety and stress while COVID-19 affects us all.
- Information on the importance of self-care during self-isolation.
- Ways you can access support and advice.

If you are experiencing issues such as anxiety, depression, grief or stress, or are struggling to deal with problems such as debt, disrupted sleep or relationship breakdowns that may be affecting your mental health please speak with either your line manager or the Group HR team who will be able to guide you to the relevant support structures.

EXAMPLES OF SOCIAL DISTANCING WORK SPACES



MANAGEMENT RESPONSIBILITIES

WHO CAN WORK?

It is the responsibility of the location head with support from the Group HR and Health and Safety teams to determine who shall be allowed into our premises to work:

- The location head should determine of their employees – who needs to be in the location to carry out their job function effectively? Who can practically work away from the site on a longer-term basis?
- The line manager should discuss travel arrangements with any employee looking to travel outside of the country which they work in, to ensure that local government self-isolation guidance is followed.
- Which of those employees could be brought back on a rota basis if your location does not have the space to socially distance effectively?
- Of the employees required to be on site, any who are required to isolate following Government guidelines, must not be asked to enter premises to work.
- Only employees who have sanitised their hands and submitted to successful temperature checks upon arrival at work, where this facility is available, can be admitted into our premises. These checks must be recorded. Refer to employee COVID-19 sign in sheet on page 18.

ORGANISATION OF THE WORKPLACE

The workplace should be organised to reduce risk to our employees as far as is practical, the guidelines below should be implemented:

- An entrance area where hand sanitising and temperature checks can take place should be available.
- PPE should be available at regular points throughout the location, including in the entrance area.
- Hand sanitiser and cleaning wipes should be available at regular points throughout the location including the entrance area.
- In warehouses and manufacturing areas – 1 metre plus markers should be in place on floors.
- Work areas should be individually assigned to employees.
- Offices should be re-arranged to allow a minimum of 1 metre plus between each desk and piece of equipment (ideally desks should not be facing each other, straight on or diagonally).
- Hygiene and Communal areas should be arranged to allow effective social distancing, this may include removing additional seating, adding signs to advise correct use of area, blocking off certain areas, etc.
- Employees should be requested to either stagger start times, wait in vehicles or queue responsibly when waiting to enter the location to work. No more than 1 person should wait in reception areas.
- All posters relevant to the practices of the location (from the COVID-19 SharePoint site) should be displayed at regular intervals throughout the location. These should be updated upon change.
- If the space is not available on-site for all required staff to maintain effective social distancing, then the location head must revisit the “who can work” section of this guide and speak to the Group Health and Safety and HR teams for advice.

SHARED EQUIPMENT

In our workplaces there are many items of shared equipment, printers, compactors, FLT's etc. Managers should implement the below as necessary:

MANAGEMENT RESPONSIBILITIES

- Where possible, use of shared equipment should be restricted to use by one nominated person – this person should be responsible for its use and upkeep (i.e. replacing paper, labels, operating compactors, etc).
- Where equipment must be used by more than one employee, a person (or rota of people) should be nominated to carry out regular cleaning of the equipment.

CLEANING ROUTINES

To prevent the spread of COVID-19 robust cleaning routines are essential. Managers should implement and consider:

- Deep cleaning of all building areas on a regular basis – this may be on a rota basis.
- Increasing current cleaning contracts, to ensure that good hygiene standards can be met.
- A clear desk/workbench policy to allow thorough cleaning.
- Ensuring that cleaning contractors have robust cleaning methods and effective cleaning solutions available to them.
- Requesting that cleaning contractors wear relevant PPE whilst carrying out their duties.
- Following all guidance given through posters and guidance released through the COVID-19 SharePoint site.

MEETINGS

As far as is possible, face to face meetings should be avoided. Meetings should be held online or over the phone. In the instance that a face to face meeting must take place, the below rules should be followed:

- Ensure in-person meetings are conducted in enough space to allow attendees to remain 1 metre plus apart at all times.
- Strive to make them paperless to minimize physical touch points for all participants.
- Designate a scribe if you must use the whiteboard.
- Do not share phones, desks or chairs unless they have been cleaned between use.
- Meeting rooms, and all relevant touch points within them, must be cleaned before and after use - refer to local guidelines for details.

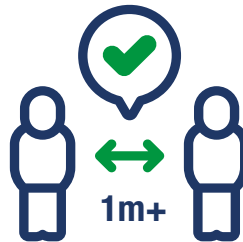


Temperature check

To protect our employees and staff we will be conducting and recording temperature checks on entry to our premises.



Please queue outside of the building responsibly or alternatively wait in your vehicle until it is free for you to enter.



Before taking your temperature please sanitise your hands.

You will be asked to take your temperature using a no contact thermometer, and show the result of this test to a manager, who will log the result and your details on the sign in sheet. If your temperature is over 37.8 degrees, you will be asked to return home in conjunction with the return to work protocol.



You can now collect any PPE you have been instructed to use and enter the workplace.



Adhere to any further Trifast plc guidelines as & when these are issued.



Common symptoms of coronavirus (COVID-19)



new and continuous cough

or



high temperature

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for **10 days** from when your symptoms started. After 10 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- For anyone else in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.

Stop the spread of coronavirus



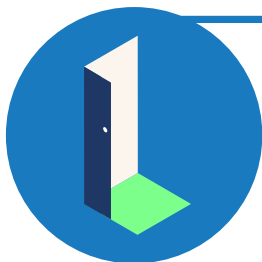
Wash your hands more often and for 20 seconds



Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.



Business and workplaces should encourage their employees to work from home, wherever possible.

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home.**

Employees from **defined vulnerable** groups should be strongly advised and supported to stay at home and work from there if possible.



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

Adhere to any further Trifast plc guidelines as & when these are issued.



The correct way to wear and handle surgical face masks

The correct way to wear a surgical face mask

The first step is examining the mask. If it is damaged, throw it away.

If the mask looks okay, pull the loop around the ears, expand the mask over the nose and chin and make sure it has a snug fit. Do not touch the surface of the mask when putting it on, while wearing it, or when taking it off.

Replace the mask if it is soiled with bodily fluids, either on the inside (by the wearer) or outside (through public exposure). But in general, surgical masks are single use items and should never be recycled or reused. Remove the mask only by touching the ear loops to avoid cross-contaminating fingers. Wrap and dispose of mask properly, and wash your hands.



Common surgical face mask use mistakes:



A mask is worn upside down, only over the nose, not pulled under the chin, or worn only over the mouth, leaving the nose exposed. Even the best mask won't protect if worn incorrectly.



A user constantly touching and fiddling with the mask's filter surface, which cross-contaminates fingers and subsequent surfaces. A contaminated finger will cross-contaminate the next SEVEN surfaces it touches, e.g. phones, ipads, keypads.



Pulling a face mask under the chin for conversation or eating, and then putting the mask back up again.

Adhere to any further Trifast plc guidelines as & when these are issued.



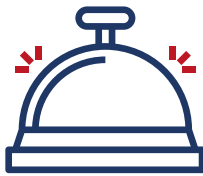
Attention all Delivery Drivers

Arrangements for Driver Welfare (COVID-19)



All drivers will have access to our welfare facilities in these premises while delivering.

You must adhere to the following guidelines while on site:



Upon arrival, report to a TR Fastenings employee.

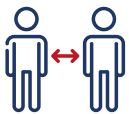


Do not enter the building until you have permission to do so.



You will be advised on which facilities to use.

The following rules apply within the warehouse or at our reception:



Remain at least 1 metre plus distance from other individuals at all times.



Ensure you wash your hands with the soap/sanitiser provided. Dispose of paper towels/tissues in the bins provided.



Follow all Health & Safety instructions issued to you.



Walk within warehouse floor markings, be aware of forklift movements within the warehouse.



No food to be consumed within the building.



No access will be granted to drink making facilities or vending machines.



Leave the facilities as you find them.



All delivery drivers entering the premises will be requested to submit to temperature testing and complete our visitor sign in sheet.

Our Staff's welfare, as well as yours, is our top priority. Failure to comply with the above will be reported to your Employer.

Thank you.



Protecting Service Agents (DLF drivers) during the coronavirus outbreak



All non-Kanban deliveries to be made via courier service.



TR delivery vehicles to have bottles of hand sanitiser, cleaning wipes & bin bags. Use the sanitiser or cleaning wipes after every delivery & dispose of the wipes in a bin bag.



Clean the steering wheel, gear stick & door handles (inside & outside) after each delivery with sanitiser or cleaning wipes & dispose of the wipes in a bin bag.



Wipe down the bar code scanner with sanitiser or cleaning wipes at the completion of each scan. Dispose of the wipe in a bin bag.



Seal & dispose of the used bin bag into a designated waste bin at the end of your working day.



Service Agents to wear reusable protective gloves, glasses & face masks (provided by TR) when making deliveries.



Clean gloves with sanitiser or cleaning wipes after every delivery. If only disposable gloves are available, dispose of the into the bin bag after use.



Follow the manufacturers recommendation in reference to the length of time a mask can be used. Do not leave your PPE in the vehicle, remove it at the end of your shift and put it somewhere safe. Mark your PPE with your name if possible.



Minimise contact while on site, follow instructions given by the customer to minimise contact with their personnel. Stay 1 metre plus away from other people.



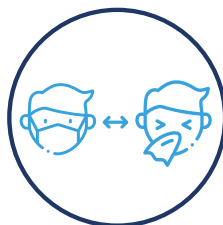
Delivery documents to be marked "delivered" with the date & time. The customer copy to be left with the goods at the customer premises. If the customer has asked for delivery paperwork to be sent electronically, then this is still to happen.



Wash your hands more often - use soap & water for at least 20 seconds/ use hand sanitiser.



Avoid touching your eyes, nose, & mouth with unwashed hands.



Avoid close contact with people who have symptoms.



Cover cough/sneezes with a tissue, then throw the tissue in a bin & wash your hands.



Clean & disinfect frequently touched objects & surfaces.

Adhere to any further Trifast plc guidelines as & when these are issued.



Warehouse Directive Safe Working Practices



What we did yesterday has changed, we need to review & plan differently for today.



Review all current processes where contact with persons & equipment could be made.



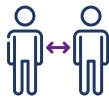
Daily routines for Warehouse Managers - please ensure the following have wipes; forklifts, hand pallet trucks, printers, phones & keyboards. All staff have gloves & must wear them & all workstations must have sanitiser.



Designate functions & fix staff in one area, if possible, again reducing travel.



Designate/appoint one driver per forklift to reduce contact & cleaning. They can do all forklift work/tasks. If staffing levels allow.



Keep social distancing, 1 metre plus. Mark an exclusion zone around shared equipment such as keyboards/printers etc.



If required move pick/pack benches to a safer distance. Review job role or responsibilities, if possible, to accommodate this.



Sanitise regularly; (Suggestion is every 4 hours/ shift change) canteen seating & tables, scanners, mobile phones, keyboards, scales, printers, vending machines & fixed phones, try to use the same equipment & do not share. Set up a rota with set times, to be signed off when completed. Warehouse Manager to ensure this happens.



Include wiping down all doors with the spray bleach/sanitiser, or any high traffic areas. If your site has cleaners get them to include these in their daily routines.



Masks are available, should you wish to use them. During use please ensure that they are worn correctly.



Gloves are provided & must be worn at all times.



Wash your hands and sanitise them each time when taking gloves off.



Assign Staff their own workspace & essential equipment. If not possible instruct teams that a one-way system is in place & clearly mark this out & follow the rule.



Travel to & from work only. TR delivery drivers are an exception.



Plan activities that may cause closer contact. Split breaks & lunch times in canteen seating areas to reduce possible contact.



Can the picker of the goods also pack them, to reduce dual contact?



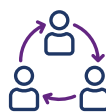
Designate equipment, if possible, to individuals & make them responsible for cleaning & replenishing, e.g. labels.



When using shared MHE I.E. forklift trucks/ hand pallet trucks, sanitise steering wheels, handles & controls before commencing/ finishing work.



Sneeze/cough into a tissue and dispose of it into designated waste bins, not general rubbish bins.



Split daily work hours into shifts, or split the warehouse team in to two, each team works alternate days. This will be site specific that suits both the business & staff & in agreement with your Location Head.

Adhere to any further Trifast plc guidelines as & when these are issued.



Goods In Inspection Directive

Safe Working Practices



What we did yesterday has changed, we need to review & plan differently for today.



Review all current processes where contact with persons & equipment could be made.



Gloves are provided & must be worn at all times.



Daily routines for Quality Managers - Please ensure the following have wipes - shadowgraphs, printers, phones & keyboards. All workstations have gloves and sanitiser.



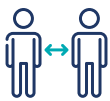
Wash your hands and sanitise them each time when taking gloves off.



Designate functions to reduce multi use of equipment if possible. Again, reducing contact.



Travel to & from work only. TR delivery drivers are an exception.



Keep social distancing 1metre plus. Mark an exclusion zone around shared equipment such as shadowgraph/printers etc.



Plan activities that may cause closer contact. Split breaks & lunch times in canteen seating areas to reduce possible contact.



Sanitise regularly; office seating & tables, shadowgraphs, phones, keyboards, scales, printers & personal vernier's & micrometres, try to use the same equipment and do not share. Set up a rota with set times, to be signed off. Quality Manager to ensure this happens.



Designate equipment, if possible, to individuals & make them responsible for cleaning.



Include wiping down all doors with the spray bleach, or any high traffic areas. If your site has cleaners get them to include these in their daily routines.



Sneeze/cough into a tissue & dispose of it into designated waste bins, not general rubbish bins.



Do not let external drivers/ public on site.



Masks are available, should you wish to use them. During use please ensure that they are worn correctly.

Adhere to any further Trifast plc guidelines as & when these are issued.





VISITORS

CONTRACTORS CONDUCTING ESSENTIAL MAINTENANCE AND INSPECTIONS

Contractors conducting maintenance and inspections must be allowed to enter our sites to conduct their roles. They must be made aware of the site rules, have their temperature checked (where this facility is available) and be signed into the building by a manager. Refer to the Visitor COVID-19 sign in sheet on page 17.

OTHER VISITORS

All other visitors should be strongly discouraged. Employees of Trifast plc and its subsidiaries will not travel between sites unless it is absolutely essential, and has been agreed with their line manager and the location head of the visiting location. If there is a strong need for a visitor to attend site, this must be approved by the location head. Upon arrival they must be made aware of the site rules, have their temperature checked (where this facility is available), and be signed into the building by a manager. Refer to the Visitor COVID-19 sign in sheet on page 17.



Visitor COVID-19 sign in sheet

To be completed by the visitor:

Visitor Name, Job Title and Company:

Date:

Reason for Visit:

Questions

Comments

Are you showing one or more of the following symptoms: fever, fatigue, dry cough, aches and pains, nasal congestion, sore throat or diarrhoea?

Are you currently using any fever reducing medications?

Have you tested positive for COVID-19, or are you awaiting a test?

Have you had close contact with anyone who has/ or is suspected to have COVID-19?

Have you travelled out of the country within the last 14 days?

To be completed by the Location Manager or nominated person:

Visitor Temperature:

Comments reviewed by (manager name):

Admission to site permitted?

A temperature reading of 37.8 degrees or above prohibits admission to our sites. If a visitor refuses to have their temperature checked, they must be prohibited from admission.

Employee COVID-19 sign in sheet

Date	Name	Temp	TR Manager Authorisation	Date	Name	Temp	TR Manager Authorisation

A temperature reading of 37.8 degrees or above prohibits admission to our sites. A member of the management team must authorise all site admissions. If an employee refuses to have their temperature checked, they cannot enter our premises.

INCIDENT MANAGEMENT

A COVID-19 incident can be defined as any of the following scenarios:

- An employee attends work with COVID-19 or suspected COVID-19 symptoms.
- An employee informs the company of COVID-19 or suspected COVID-19 symptoms but does not attend work.
- An employee informs the company of COVID-19 or suspected COVID-19 symptoms and has attended work in the last 14 days.
- A contractor employee attends our location with COVID-19 or suspected COVID-19 symptoms.
- A contractor employee informs the company of COVID-19 or suspected COVID-19 symptoms and has attended work in the last 14 days.
- An employee has been identified as being immunocompromised and is required to shield themselves.
- An employee has been identified as having underlying health conditions and is required to shield themselves.
- An employee has come into contact with a person with COVID-19 or suspected COVID-19.

Any such incidents identified must be reported to hsa@trfastenings.com. It is the responsibility of the location head to ensure that this report is made within 1 working day. The group EHS team will enter the information into the COVID-19 tracker in the EHS engage software platform. As a minimum, the following information is required:

- Name of Employee/Contractor.
- Location (in the case of a contractor – company name and address are required).
- Incident type (refer to above scenarios).
- Details of incident.
- Incident date and time (if not available, date and time reported to the company).
- Any communication evidence.
- PPE worn at time of incident.
- Immediate actions taken.

Once the report is made, the group EHS/Group HR team will contact the location head to discuss any further actions required. These will be determined on a case by case basis, following best practice and Government guidance.

Date	Revision Level	Change Details
13th May 2020	0	Initial release
18th August 2020	1	Guidance for travel self-isolation amended in both Employees Responsibilities and Management responsibilities sections. 2 metre distancing amended to 1 meter plus throughout all sections. Guidelines relating to cleaning of meeting rooms added. Guidelines for traveling between TR locations amended.
24th August 2020	2	Self isolation period amended to 10 days.
26th January 2021	3	Requirement to wear face coverings updated.



Thank you all for your support
Together we are stronger

