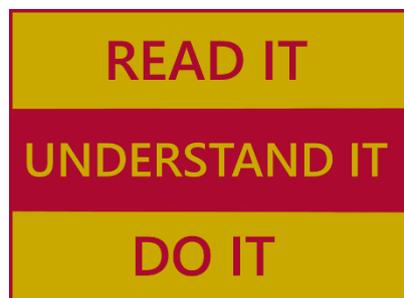




CORONAVIRUS (COVID-19) POLICY HANDBOOK

Version 8 – 11 January, 2021



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1.0 Employee Coronavirus Policy

1.1 Introduction

The company is committed to ensuring the health and safety of all employees. This policy sets out steps that the Group is taking to tackle the coronavirus outbreak, alongside expectations that are placed upon employees.

This amended policy will take effect from 5th January 2021 and supersedes all previous versions. It will remain in force until further notice. The Government will be regularly updating their guidelines so please read this policy in conjunction with the latest government policies. For the latest information go to <https://www.gov.uk/coronavirus>.

1.2 Current Actions

Hand hygiene is an important measure for reducing the spread of the virus.

- You must wash your hands frequently. Avoid touching your eyes, nose and mouth. Please follow government advice and notices for more detail.
- You are advised to clean hands with liquid soap and water when they are visibly soiled or likely contaminated with blood and/or body fluid. When hands are not visibly soiled, hands can be cleaned with an alcohol-based hand rub/sanitizer.
- Maintain respiratory etiquette, i.e. cough/sneeze into tissues etc.
- Stay away from possible sources of infection;
- Avoid close contact with infected persons;
- Follow advice from the Government and work policies
- Plan for possible disruption at work
- Plan for childcare or care for other vulnerable relatives

1.3 General Symptoms of Coronavirus (COVID-19)

The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough or high temperature (above 37.7°C) or a loss of, or change in, normal sense of taste or smell (anosmia). Some people may have aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people recover from the disease without needing special treatment. Some can become seriously ill and develop difficulty breathing. With the newer more virulent B117 variant, people of all ages, and those with underlying medical problems like high blood pressure, heart problems or diabetes, can develop serious illness.

1.4 Current Advice

The Current Government advice is:

You must stay at home. The single most important action we can all take is to stay at home to protect the NHS and save lives.

You should follow this guidance immediately. The law will be updated to reflect these new rules.

You must not leave or be outside of your home except where necessary. You may leave the home to:

- shop for basic necessities, for you or a vulnerable person
- go to work, or provide voluntary or charitable services, if you cannot reasonably do so from home

- exercise with your household (or support bubble) or one other person, this should be limited to once per day, and you should not travel outside your local area.
- meet your [support bubble](#) or [childcare bubble](#) where necessary, but only if you are legally permitted to form one
- seek medical assistance or avoid injury, illness or risk of harm (including domestic abuse)
- attend education or childcare - for those eligible

Colleges, primary and secondary schools will remain open only for vulnerable children and the children of [critical workers](#). All other children will learn remotely until February half term. Early Years settings remain open.

Higher Education provision will remain online until mid-February for all except future critical worker courses.

If you do leave home for a permitted reason, you should always stay local in the village, town, or part of the city where you live. You may leave your local area for a legally permitted reason, such as for work.

If you are clinically extremely vulnerable you should only go out for medical appointments, exercise or if it is essential. You should not attend work

If you experience any of the Covid Symptoms contact Personnel immediately, get a test and do not leave home for at least 10 days or until a negative test result has been received.

You can find all the latest guidance on the Government Website: Gov.uk/coronavirus or on the NHS website.

1.5 Stay at Home

If you develop any of the following symptoms, stay at home for 10 days from when your symptoms started or until a negative test result has been received:

- A high temperature, i.e. above 37.7°C
- A new continuous cough
- A loss of, or change in, normal sense of taste or smell

If someone in your household develops the symptoms, you must stay at home for **10 days** from when the first person in the household became ill or until a negative test result has been received.

1.6 Reporting Illness or Taking a Test

It is very important that you **contact your line manager and the company sick line if:**

Corintech: 01425 651150 Lascar: 01794 885330 Larasian: 07766 232842

- a) you feel unwell and are displaying any of the recognised COVID-19 symptoms, or
- b) if you believe you may have been exposed to the virus (whether you are symptomatic or not),
or
- c) if you have booked to take a COVID-19 test.

It is crucial that we are aware of any potential infections across the business so that we can assess whether there is a risk of an outbreak that could affect other staff who may have been in close proximity.

1.7 Coronavirus Testing

If you have any of the recognised symptoms of coronavirus, you must get a COVID test and must not come to work. Testing is most effective within 3 days of symptoms developing. You should book yourself a test through the Gov.uk website or by calling 119. Should you be unable to get a test within 24 hours please contact Personnel who will arrange to get a test to you.

The Group have made provision for some testing capacity through BUPA. However, we cannot guarantee the availability of these tests and therefore we should still be relying on the Gov.uk Testing System.

In all cases, you must:

- notify Personnel that you have arranged to take a test (provide details of test location and date/time of test)
- on receipt of the test result (positive or negative), notify Personnel and provide evidence of your test results before returning to work (for record keeping, payroll and staff track & trace purposes)

1.8 Feeling worse during Self-isolation

If your symptoms worsen during home isolation or are no better after 10 days, continue to self isolate and contact NHS 111 online. If you have no internet access, call NHS 111. For a medical emergency dial 999.

1.9 Social Distancing

Social distancing measures are the most important steps you can take to reduce social interaction between people with a consequent reduction in transmission of coronavirus (COVID-19). They can be found on the gov.uk webpage: <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

Everyone should be trying to follow these measures as much as possible. It is important that we remember to maintain the social distancing guidelines at work at all times.

1.10 Booking & Taking Annual Leave

Please remember to still book annual leave as you usually would, even if you are working at home. It is really important that you keep yourself rested during these uncertain times. If you wish to take holiday please continue to use PeopleHR or discuss with your line manager. Please remember that company policy does not allow the carry-over of unused holiday to the following year. All holiday must be taken in the calendar year in which it is accrued.

It is advised that you continually follow Government Guidelines and updates in regards to travel abroad. If you do decide to travel abroad this will be at your own risk, and should you have to quarantine on return this time will need to be taken as unpaid or as annual leave.

1.11 Shielding

If you are clinically vulnerable, you could be at higher risk of severe illness from coronavirus. There is additional advice for [people who are clinically extremely vulnerable to coronavirus](#) on the Gov.uk Website. Those who are clinically extremely vulnerable should follow resumed shielding guidance and should not attend work, school, college or university. You should limit the time you spend outside the home. You should only go out for medical appointments, exercise or if it is essential.

1.12 Employee Assistance

If you have any worries or concerns about any aspect of the current situation you have access to HR confidential support.

It is very important to follow the advice online **every day**.

We are doing all we can to mitigate a difficult time; please do your part in helping yourselves, your colleagues and your company. Stay Safe and Stay Well.

2.0 WORKING IN THE OFFICE (Zones)

Employees who are either unable to work from home or whose job is not able to be carried out from home, e.g. anyone involved with working with a component or sub assembly, will continue to work on site in our offices

2.1 Zones

Each site has been divided into zones. A full breakdown of the zones at each site is shown in Appendix B. Each zone has its own entry/exit point, toilets and refreshment areas. The aim of the zones is to keep to a minimum the possibility of cross-contamination of this highly infectious disease.

2.2 Zone Leaders

Each zone has an appointed Zone Leader who will maintain a Zone Log of ALL visitors from other zones. **You should not make any unnecessary visits to other zones.** In this way, we will know who an infected person has come into contact with.

2.3 Temperature Checks

As a safe guard, all employees will have their temperature read twice a day at their normal work place. The first check will be taken as the employee arrives on site and the second in the afternoon. A contactless thermometer will be used, although individual thermometers (including single use disposable ones) are also available. At no time should you or the appointed member of staff come into physical contact with each other. If you wish to have your temperature checked in private this will be accommodated.

If your temperature is above 37.7°C (i.e. 37.8°C or above) you will be asked to go to the designated isolation room at that site and will then have a second temperature check no more than one hour later. If the second test still shows you have a high temperature, you will be asked not to attend work for 10 days and you should take precautions as detailed by the government web sites.

2.4 Developing Symptoms / Becoming Unwell at Work

If someone becomes unwell in the workplace with coronavirus symptoms, they should:

- Move at least 2 metres away from other people;
- Contact their **Zone Leader**;
- Go to the isolation room or your own vehicle (avoid touching anything. If you cough or sneeze, please do this into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of your elbow)
- Use a separate bathroom from others if possible
- Check your temperature.
- **Call your company sick line so Personnel** can advise you. You are likely to be advised to leave work and self-isolate for 10 days. At all times, you must follow the government guidelines. If you are extremely unwell, NHS 111 or 999 may be called for you.

2.5 What happens if your company asks you to leave work?

If we are concerned that you may have been exposed to the virus, even though you are not displaying symptoms, we may take the decision to send you home/require you not to attend work.

This may occur if, for example, you inform us that you have been in close contact with someone else who has, or may have, the virus. This is treated as period of suspension for medical reasons. It is not considered a disciplinary sanction; the period of suspension will be in recognition of the possibility that your continued presence in the workplace poses a risk of spreading the virus. You may receive full pay during this time off. Alternatively, we may agree a period of paid annual leave with you.

If, during this period of suspension, you develop symptoms, you should follow government guidance on what to do next, which may include using the internet or telephone. You will then be treated as being on a period of sickness.

2.6 Clear Workspaces

We must ensure that the work environment is cleaned at regular intervals. In particular, the canteen must be cleaned in-between its use, i.e. after each break or after lunch. Although we have put in place people to monitor this, it is everyone's responsibility to ensure that the following areas are wiped clean with the alcohol wipes provided:

- Any points of contact such as door handles, bannister and light switches;
- Any areas used within canteens, kettles, table tops, door or fridge handles and coffee machine panels;
- All work surfaces, keep the workstations clean, soldering iron handles, tweezers etc;
- The ESD check machine screen and display.

Workspaces should be restricted to individual use – no items should be shared with colleagues, including stationery, computers, telephones etc. At the end of each day, individuals are responsible for wiping down their workspace, including all associated equipment, i.e. telephones, keyboards etc, and ensuring that their desks are clear from paperwork and other items.

2.7 Deep Cleaning

A COVID-19 Deep Clean Process has been written for occasions when:

- an individual shows symptom;
- an individual has been diagnosed while at work;
- if an individual has been at work in the last five days;

if an individual self isolates because a family member, they live with shows symptoms or is diagnosed with the virus

Process

1. Their work station will be taped off if feasible.
2. Any machinery operated by the person will have a deep clean
3. The department they are part of will be called together for a talk.
4. They will be asked:
 - a. how they are feeling and reassured as best we can.
 - b. When they last saw the person in question and what equipment they may have been using.
5. If anyone is feeling ill, they should isolate immediately.
6. If anyone is not feeling ill, they will be asked to be extra careful, check temperatures before they leave for work.
7. Any items that the person may have touched will be identified and thoroughly cleaned.

8. Face shields and masks will be made available for those that wish to use them.
9. Extra washing of hands will be required.
10. All individuals in the zone affected should receive a letter reinforcing the steps taken to reduce the risk of infection.

Cleaning

Cleaning an area with regular household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.

Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

Using a disposable cloth, first, clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you usually use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. Electronic or electrical equipment, such as PC and telephones, should be cleaned down with a disinfectant wipe containing 70% (or higher) alcohol. Ensure the equipment is disconnected from power before cleaning.

If an area has been heavily contaminated, such as with bodily fluids, from a person with suspected coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

PPE

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose should be used.

2.8 Face Masks/Coverings & Shields

Government guidelines currently state that when managing the risk of COVID-19, additional PPE beyond what employees usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks that are normally faced in a workplace and need to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The guidelines go on to say that there are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

We recognise that those still working in our offices may feel uncomfortable at times and would prefer to wear a mask/covering as an added precaution. The Group is therefore making available face masks and shields for individuals to use should they so choose. We cannot guarantee supply of these, however, we will do our utmost to maintain it.

Using a Mask/Covering

Masks/coverings are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water. If you wear a mask then you must know how to use it and dispose of it properly.

1. Before putting on a mask/covering, clean hands with alcohol-based hand rub or soap and water.
2. Cover your mouth and nose with the mask/covering and make sure that there are no gaps between your face and the mask/covering.
3. Avoid touching the mask/covering while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
4. Replace the mask/covering with a new one as soon as it is damp and do not re-use single-use masks/coverings.
5. To remove the mask/covering: remove it from behind (do not touch the front of mask/covering); discard immediately in a closed bin/take home the covering to wash; clean hands with alcohol-based hand rub or soap and water.

Bags will be provided for the masks/coverings to be placed in prior to being disposed of in a bin/taken home to wash. Please ensure that you do not touch the bin as you dispose of your mask – use the pedal bins provided.

Using a Face Shield

A limited number of face shields are also being provided. These cover the entire front of the face and extend to the chin or below. These are for personal use therefore you should ensure that your name is put on the shield and cannot be used by anyone else.

Face shields must be used alongside a face mask and should be cleaned regularly using the antibacterial wipes that have been provided. You should wipe the inside followed by the outside of the face shield and leave to air dry. You should clean your hands with alcohol-based hand rub or soap and water afterwards.

2.9 Distance and Hygiene Supervisor

As the lockdown restrictions start to be lifted, and employees that have been working from home come back to the office, we must maintain the social distancing and hygiene rules. Maintaining these rules will reduce the risk of contracting or passing on the COVID-19 virus.

Each site will be appointed with a Distance and Hygiene Supervisor to help police the policies and rules.

Responsibilities

To ensure all individuals at that site abide by the policies and procedures set by the Group. In particular, they should enforce the following:

1. All employees should maintain social distancing by staying two metres away from anyone else at all times.
2. Ensure people do not move out of the safe taped off walkways when moving around the building or enter taped off areas if that area is already occupied.

3. Ensure employees follow the zoning rules.
4. Encourage people to wash their hands at regular intervals.
5. Ensuring cleaning stations are set up around the organisation (minimum of one per zone).
6. Maintain stock levels of sanitising wipes, hand sanitizer, hand soap, face masks and aprons; liaising with purchasing when more stock is required.
7. Ensure that where an employee is diagnosed with the virus or is showing symptoms, their workstation and equipment are cordoned off, and a deep clean is arranged in line with the Deep Clean Process.

2.10 Meeting Rooms

As a company we should try to avoid face to face meetings wherever possible and should be using Teams to avoid in-person meetings.

If it is not possible to avoid face to face meetings, we should where possible have these meetings outside and only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).

If it is necessary to use a meeting room the following steps and precautions should be taken:

1. A maximum of 6 (at Corintech) or 3 (at Lascar) attendees at any one time.
2. Attendees should sit in allocated seats and seats should not be moved.
3. All attendees to use hand sanitiser on entry to the meeting room.
4. Windows and doors should be opened, ensuring there is good ventilation.
5. Attendees should be sat 2 metres apart and where this is not possible, they should be sitting side by side and not face to face.
6. The meeting room log will need to be filled in to help with our cross-zone tracing.
7. Each attendee will need to wipe down the chair and space they have used after the meeting and dispose of the wipes correctly.

In order to avoid transmission during meetings, attendees should avoid sharing pens, documents and other objects.

2.11 Company Vehicles

Company cars are available to use, however, certain measures have been put in place to ensure they can be cleaned after each use.

Each vehicle has been supplied with a pack of wipes in order that the user can wipe down the high touch areas (steering wheel, indicators, gear stick, door handles etc) after use.

The vehicle should be as well-ventilated as possible at all times to increase the flow of air.

Keys should be returned as usual and will then be wiped down and placed in a sealed envelope ready for the next user.

Cars must be booked using the usual process so that we have a log of which car has been taken out and by whom.

2.12 Visitors

As a company we have advised against having visitors onsite. However, should it be essential to have a visitor on site this will need to be agreed with a director before the visit is arranged.

Should a visitor come onto site the following process should be followed:

1. All visitors must have their temperature taken. They should be asked if they have any Covid symptoms- if they do, they are not to enter the site.
2. All visitors are to wear face coverings when entering the site.
3. Once they enter the site, they will need to sign in on the zone log they are visiting and you as the manager will need to fill in the visitor's log. Visitors should only visit one zone wherever reasonably possible to minimise crossing zones and contact with staff.
4. After the visitor has left the site it is up to the host to ensure that all contact points, seats and tables have been wiped down.

3.0 WORKING AT HOME

3.1 Introduction

Home working does not entitle you to choose when and how you work. It is a requirement for you to continue your job from home. Your contractual obligations and employment policies will continue to apply.

Whilst following Government guidelines, we also reserve the right to ask you to return to work when needed.

The company regards working from home as less effective than working together as one team, because physical separation can cause divisions among staff. It can also inhibit the interchange of ideas which is a vital part of the creative process; and it stops the passing of skills from experienced to junior staff.

For all these reasons, the company will not be offering home working as a permanent option for staff. However, as per the current government guidelines we will ensure that staff can work from home temporarily during the Coronavirus pandemic.

3.2 Health & Safety Considerations

We have a general duty to protect the health, safety and welfare of all employees under the Health & Safety at Work Act 1974 and this applies whether employees are working in an office or remotely at home. This general duty is qualified by the principle of 'so far as is reasonably practicable'. In other words, the degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid or reduce the risk.

Whilst working from home, a DSE compliance check will need to be carried out at your home. You will be issued with a Workstation DSE Assessment (see Appendix B) which you must complete. If you need further advice and assistance, you should contact your company's Health & Safety representative.

3.3 Work Station

It is important that you set yourself up a workstation that is practical for home working. As mentioned above it is important that you follow the guidelines in the Workstation DSE Checklist. Please ensure this workstation is in a quiet place and where possible not in a shared space. Every effort should be made to replicate your work environment.

3.4 Equipment

We may agree to loan you equipment in order to perform your work properly from home. This may include, but is not limited to:

- a laptop or desktop;
- a mobile phone;
- a secure filing cabinet.

You must return any loaned equipment to us in good condition and when requested.

3.5 Data Protection

When working at home, staff must comply with the General Data Protection Regulations and meet data protection and confidentiality requirements. Further information is available in the GDPR policy.

3.6 Communication

During a period of homeworking, normal communication should continue. Group discussions will be conducted via video or telephone conference, rather than in person. You may be required to produce a home working report, i.e., informing your manager of the tasks for the day, and at the end of the day reporting on the progress against those tasks. An example report could look like this:

“Hi (Manager),

Rough plan for the day.

- *Work on project charter for PSP Project in the hope this can still come off the ground*
- *Work on Handover Docs*
- *Speak to Emma - Training Programme Closure & Hotel Operations*
- *Speak w/ Donna Re: Financial situation & use of Cars*

Will let you know nearer to close of play on the progress.

*Regards,
Home Worker”*

3.7 Temperature Checks

As a safe guard, all employees working at home should take their temperature twice a day. The first check should be done in the morning with the second taken in the afternoon.

If your temperature is above 37.7°C (i.e. 37.8°C or above) you should contact your company sick line and Personnel will ask you a couple of questions. They will confirm if you are still able to continue working at home whilst unwell.

3.8 Developing Symptoms / Becoming Unwell at Home

If someone becomes unwell whilst working at home you should self-isolate for 10 days. **Please call your company sick line so Personnel can advise you.** At all times, you must follow the government guidelines.

3.9 Handbook

The Larasian handbook can be accessed here: <http://www.larasian.com/handbook>

If you wish to continue working from home permanently you will need to follow the Flexible Working Request process within the company handbook.

APPENDIX A

Site Zones

Lascar Containment Zones

Whiteparish

Engineering 1 (Cloud Room) – Green Zone

Entrance: Back door.

Toilets: Reception, Ladies

Canteen: Reception, shared with Engineering 2 and Marketing. To be sanitised after each use.

Engineering2 & Marketing – Blue Zone

Entrance: Marketing Fire Escape.

Toilets: Reception, Gentleman's.

Canteen: Reception, shared with Engineering 1. To be sanitised after each use.

Sales – Yellow Zone

Entrance: Main entrance.

Toilets: First Floor, Gentleman's.

Canteen: First Floor Kitchen, shared with Accounts. To be sanitised after each use.

Personnel & Accounts – Black Zone

Entrance: First Floor Fire Escape.

Toilets: First Floor, Ladies.

Canteen: First Floor Kitchen, shared with Sales. To be sanitised after each use.

Lascar Containment Zones

Old Sarum

Despatch – Orange Zone

Entrance: FGS Fire Escape.

Toilets: Reception, Disabled.

Canteen: Main Canteen, at scheduled times.

Warehouse & Production – Red Zone

Entrance: Warehouse entrance, then metal stairs.

Toilets: Ground Floor, next to canteen, use metal stairs only.

Canteen: Main Canteen, at scheduled times.

QA, Purchasing & Admin – Purple Zone

Entrance: Main Entrance.

Toilets: First Floor, near purchasing.

Canteen: Main Canteen, at scheduled times.

Corintech Containment Zones

Green Zone - Tim Dench and Jason Angliss

All staff who normally work in the main production room including auto and goods in.
This zone includes the coating room and compressor rooms.
Use door closest to reception to enter/exit building.
Use toilets in the gym and the salon for a canteen.
Goods in to come in from the usual goods in door.

Blue Zone - Tim W and Ian Forse

Design engineering staff.
Enter/Exit building through Lab (old despatch).
Use toilet in the board room.
Use area by reception coffee machine for canteen.

Red Zone - Jack Dayeh and Marc Cornelisok

Staff who sit in the operations room (production engineering, purchasing, quality etc).
Enter/exit building through the fire escape near the rear car park.
Use kitchenette near despatch
Use toilet closest to the lockers.

Yellow Zone - Martin Skinner and Andy Price

All staff on the sales floor (custom/FTTA/Marketing).
Sales to enter exit building through the fire escape near the rear car park.
FTTA and Marketing to enter exit building through the fire escape near the front of the building.
Use sink/fridge on sales floor.
Toilets are divided by male and female in this zone.

Black Zone - Julian Navey and Kelly Strange

All staff working on the top floor (HR/accounts).
Enter/exit building through the fire escape near the front of the building.
Use the sink/fridge on the sales floor downstairs.
Use the toilet marked Black Zone.

Purple Zone - Lukasz Raczka

All staff working downstairs in despatch/print.
Enter/Exit building through the fire escape next to the furnace.
Use the Canteen for drinks etc. and toilet nearest despatch doors.

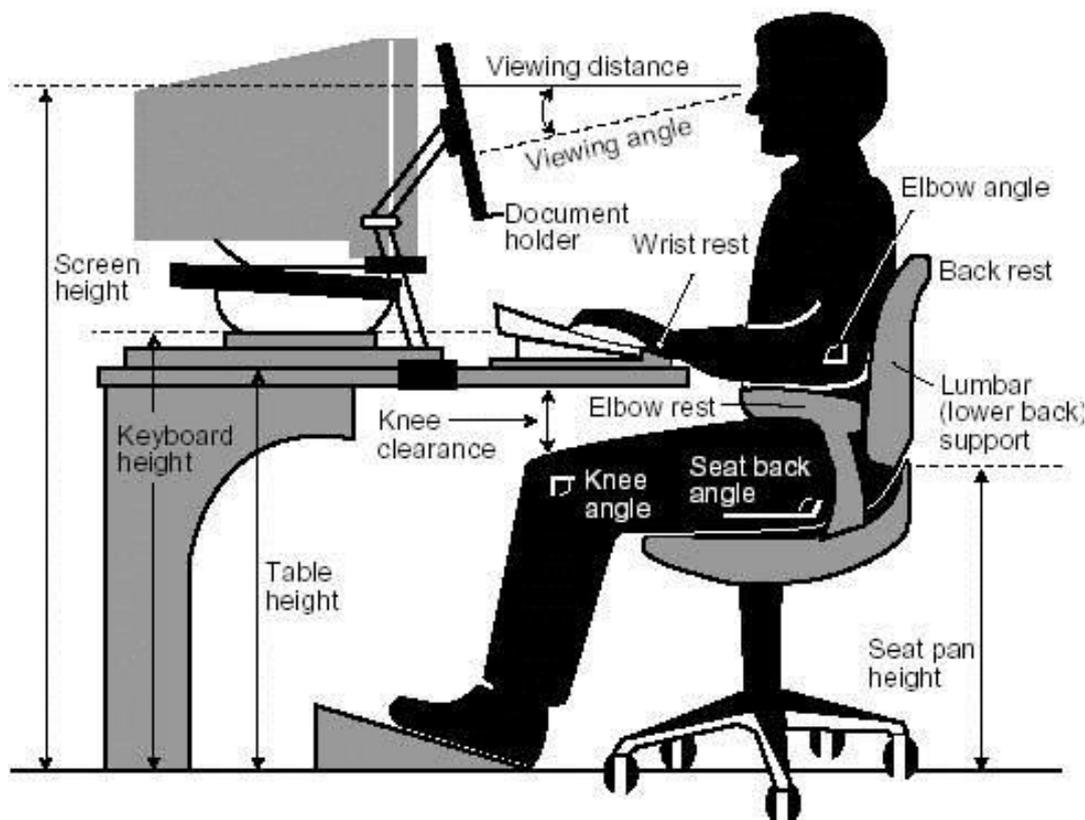
APPENDIX B

Work from Home Checklist

You have been asked to work from home, this is not something you are used to doing and will feel a little bit strange to begin with. You will need to try and adjust to this way of working and stay focused. Remember that you are still part of the team and they will value your input regardless of whether they can see you. The following checklist will help you get setup at home quickly and connected to the work network to start your working day.

Workspace and essentials

- Set aside a work area in your home that is separate from the rest of your life.
- Choose a workspace with plenty of natural light.
- If possible, use a desk and chair rather than sitting on a sofa and follow the DSE guidelines you have received with your work assessment.



Making it work

- Structure your day. Set yourself regular working hours and stick to them.
- Tell friends and family that you're 'at work' during your working hours. Often, those close to you think that if you're home, then it's OK to call or pop in for a chat.
- Take regular breaks.
- Save your work to the cloud with [OneDrive](https://www.office.com). That way, you can take your work with you if you need a change of scenery.

Connecting to work from home

- Email: In a web browser, go to <https://www.office.com> Log in with your work email address and password.
- Email it@larasian.com to let them know you need to connect remotely.

- Check your mailbox for an email from a member of the IT team. It will contain your instructions on how to log in remotely.
- Be sure to give your team your mobile or home phone number so they can contact you if necessary. Alternatively, you could use Microsoft Teams to talk using a headset.