

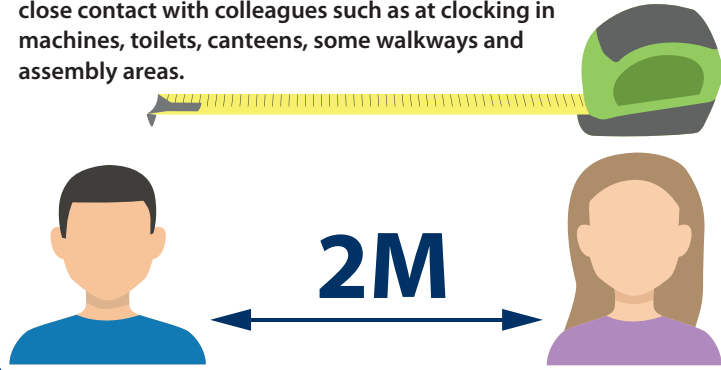
# Safety Measures

Staff safety is our main priority and while we have been closed we have been busy implementing additional safety measures to create a safe working environment while you are at work.

**Your safety is our priority and comes before productivity.**

## Social distancing

Follow the 2M distancing rule where you may come into close contact with colleagues such as at clocking in machines, toilets, canteens, some walkways and assembly areas.



## Floor markings and signs

As a reminder of the 2M distancing rule signs and floor markings have been applied in areas where you may come into close contact with colleagues such as at clocking in machines, toilets, canteens, some walkways and assembly areas.

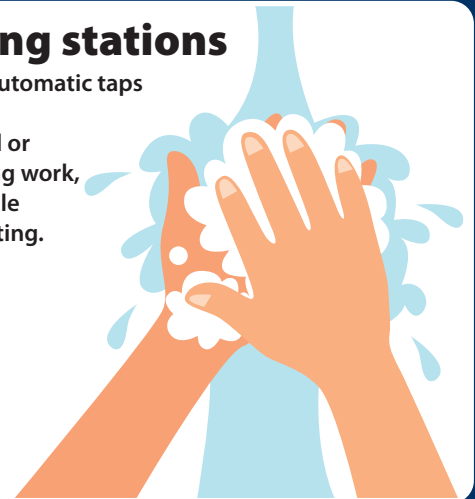
## Close Working

The vast majority of tasks can be completed whilst maintaining the 2M distancing rule. Where this is not possible you will be required to wear mandatory PPE consisting of face visors, face masks and gloves.



## Hand washing stations

Additional sinks with automatic taps have been installed. Hands must be washed or sanitised before starting work, at regular intervals while working and before eating.



## PPE Disposal

Designated bins have been located around both sites for the safe disposal of your used items of PPE.



## Personal Hygiene Kit

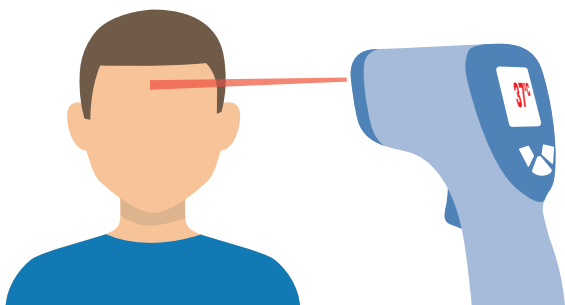
To help as a reminder to keep your hands and work spaces clean you have been provided with a Personal Hygiene Kit which includes hand sanitizer, anti bacterial wipes and a guidance sheet.

- The hand sanitizer is to be used when it is not convenient to access a hand washing station.
- The anti bacterial wipes are to be used at the start and at the end of your working day to wipe down the hard surfaces you touch in your work space.
- The guidance sheet is to be signed to acknowledge you understand the benefit of following these safety measures.



## Infrared Thermometers

Once a day everyone will have their temperature taken to provide reassurance to individuals as well as your colleagues you are fit to work.



## Confidential email

Please email [personnel@glasdon.com](mailto:personnel@glasdon.com) if you wish to discuss these safety measures.

