



Coronavirus

Returning to Work



- KEEP YOUR DISTANCE
- WASH YOUR HANDS
- PROTECT YOURSELVES
- SUPPORT THE BUSINESS

Contents

Keeping Yourself and Others Safe	3
Personal Hygiene	4
Cleaning	5
Social Distancing Measures	6
Meetings	8
Travelling To and From Work	9
A New Way of Working	10
Contact / Support	11

Returning to work:

The purpose of this booklet is to explain the measures that both YOU and Gripple need to take to protect you, your colleagues, loved ones and the business.

Since the lockdown all five Gripple UK sites have continued to operate safely and with no confirmed COVID-19 cases. This shows how important and effective the measures in this booklet are to keep everyone safe.

Keeping Yourself and Others Safe

Coronavirus Symptoms. Isolation Instructions.

If you have a **NEW, dry, continuous cough** or **high temperature**:

- Go home or stay at home and self-isolate for 7 days.
- If symptoms improve after 7 days, contact P&C to make arrangements to return to work.
- If you are still symptomatic or feel worse after 7 days call NHS 111, or go online www.nhs.co.uk/covid-19. Do not return to work. Keep your manager or P&C updated.

If a member of your household has a **NEW, dry, continuous cough** or **high temperature**:

- Go home or stay at home and self-isolate for 14 days.
- If you are symptom free after 14 days, contact P&C to make arrangements to return to work.
- This longer period is because it can take 14 days for symptoms to appear and you will not know initially whether or not you are infected.
- If during the 14 days you develop symptoms, stay at home for a further 7 days from that date, even if that means you stay at home for longer than 14 days of isolation.
- If you are still symptomatic or feel worse after the 7 days call NHS 111, or go online www.nhs.co.uk/covid-19.
- Do not return to work, keep your manager or P&C updated.

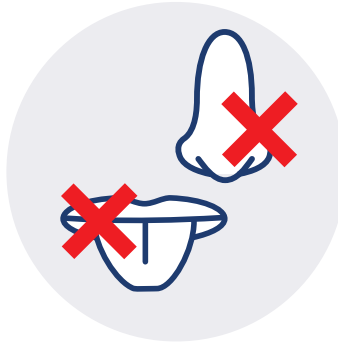
Before returning to work, you may be required to have a PCR test (to check if you have COVID-19). A member of P&C team will make a referral to the Government COVID-19 testing programme for you and those who you live with. This may include a drive-through appointment or a home testing kit.



High
Temperature



New
Continuous Cough



Loss of
Smell & Taste

Personal Hygiene

Personal hygiene is the first and most important line of defence and should be practiced in the workplace and at home.

Hand Washing

- Wash your hands with soap and water frequently – do this for at least 20 seconds. This is the best way to prevent the spread.
- Use hand sanitiser gel if soap and water are not available.
- In the factory make regular use of the additional wash and sanitiser stations that have been provided.

Personal Protection

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Please use the hand sanitiser upon entry/exit to buildings.
- Catch coughs and sneezes with disposable tissues, if you don't have a tissue, use your sleeve.



Step 1

Wet hands first to allow good penetration of soap



Step 2

Soap hands and wash thoroughly for 20 seconds



Step 3

Rinse your hands starting with your fingertips including your wrists



Step 4

Dry with disposable paper towel or allow to air dry

Cleaning

Everyone has a part to play.

Gripple's Commitment

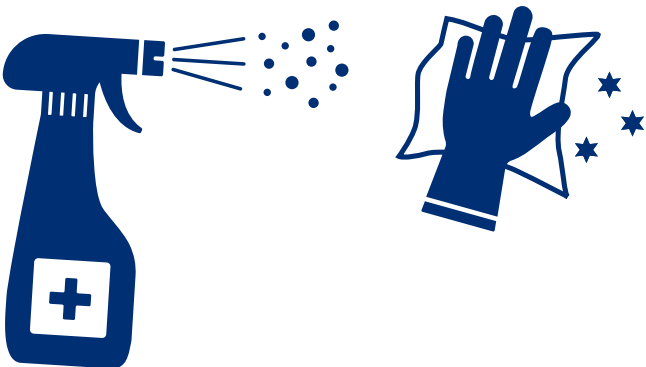
- Full-time cleaning staff have been appointed for each site. Cleaning of work areas and regularly touched surfaces will be undertaken continuously whilst you are at work.
- Non-fire safety doors will be left open to avoid door contact and aid social distancing.
- Cleaning stations with the required materials have been provided throughout the offices and factories and will be kept well stocked.
- If there are inadequate cleaning materials in place please inform your manager immediately and help them resolve.

Your Responsibility - Office

- Clean your work area, including desks, telephone, computer keyboards at the start and end of your working day, include equipment you take home with you.
- Use the cleaning stations that have been installed where disinfectant spray, wipes, paper towels and hand sanitiser can be found.
- All cleaning items should be returned to the cleaning stations after use.
- If there are inadequate cleaning materials in place please inform your manager immediately and help them resolve.
- At the end of your working day ensure your desk, surrounding worktops and meeting tables are clear of all unnecessary items (if you need extra storage space, speak to your manager) to enable thorough cleaning.

Your Responsibility - Factory

- At the end of your shift, clean down your machine and work area according to the new cleaning SOPs you have been provided with.
- Use the cleaning stations that have been installed where disinfectant spray, wipes, paper towels and hand sanitiser can be found.
- All cleaning items should be returned to the cleaning stations after use.
- If there are inadequate cleaning materials in place, please inform your manager immediately and help them resolve.
- If you do not understand or have not been informed of the clean down procedures required, speak to your manager now.



Social Distancing Measures

Why?

Coronavirus can be spread when people with the virus have close, sustained contact with people who are not infected. The more you come into contact with the droplets from coughs and sneezes of an infected person, the more likely you are to catch the infection. This is why we ask people who have the symptoms to self-isolate at home and not to go out and about where they can pass it on.

Social distancing helps limit contact with infected people and contaminated surfaces. Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their colleagues, and our business.

What We Have Done

- One way routes implemented in certain circulation areas and stair wells.
- Signage and floor markings in place to help you estimate and maintain safe distances.
- Protection screens installed in areas in the factory for those working closer together. If you are working in an area where you think safety screens would be of benefit please speak to your manager.
- Face masks and face visors will be provided and is mandatory for those who cannot work at a safe distance of more than 2m.
- The factories will operate on staggered shift times, staggered breaks and we will continue to minimise the number of operators per shift according to sales demand.
- The office and desk layouts have been surveyed and a maximum safe occupancy has been set per office area / department.
- The canteen tables have been spaced accordingly with one chair per table, please do not move or add chairs.



Social Distancing Measures

What You Need to Do

- Adhere to 2 metre social distancing whilst at work at all times where possible.
- If this isn't possible make sure you are wearing the appropriate PPE, for example:
 - * If you are carrying out machine maintenance with another engineer
 - * If you are providing training or instruction to another operator

Be extra vigilant when using shared areas:

- canteens
- kitchen areas
- toilets / changing rooms
- smoking shelters

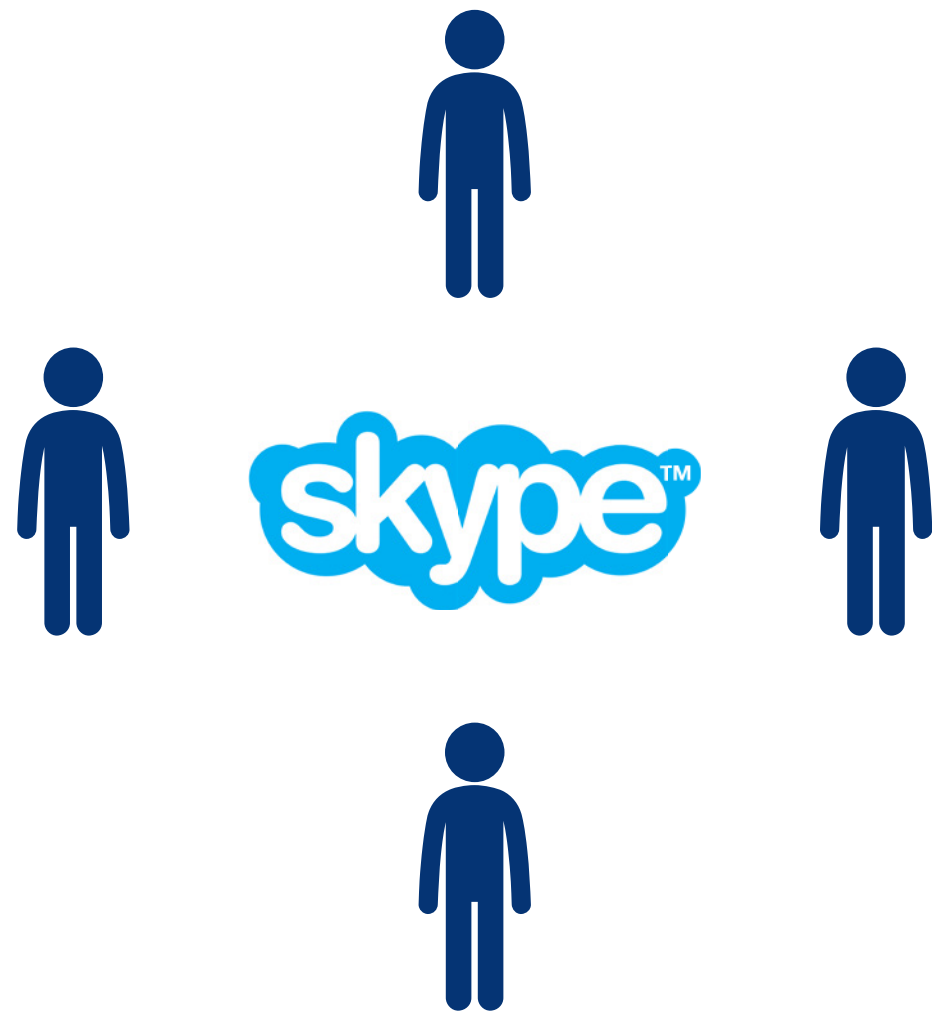
Try to adhere to the following guidelines in these areas:

- Observe one in, one out in these areas where possible. If an area is already occupied, wait, go somewhere else or come back later.
- Bring and use your own crockery and cutlery, wash it and do not leave it in the shared kitchen areas.
- Do not share food.
- Do not make food or rounds of drinks for colleagues.
- As COVID-19 is an aggressive respiratory disease, smokers are at higher risk of becoming seriously ill if infected. Try to reduce the amount and frequency you are smoking, or give up all together. For help quitting smoking go to <https://www.nhs.uk/live-well/quit-smoking/>

Meetings

Only hold meeting in person where nessecary

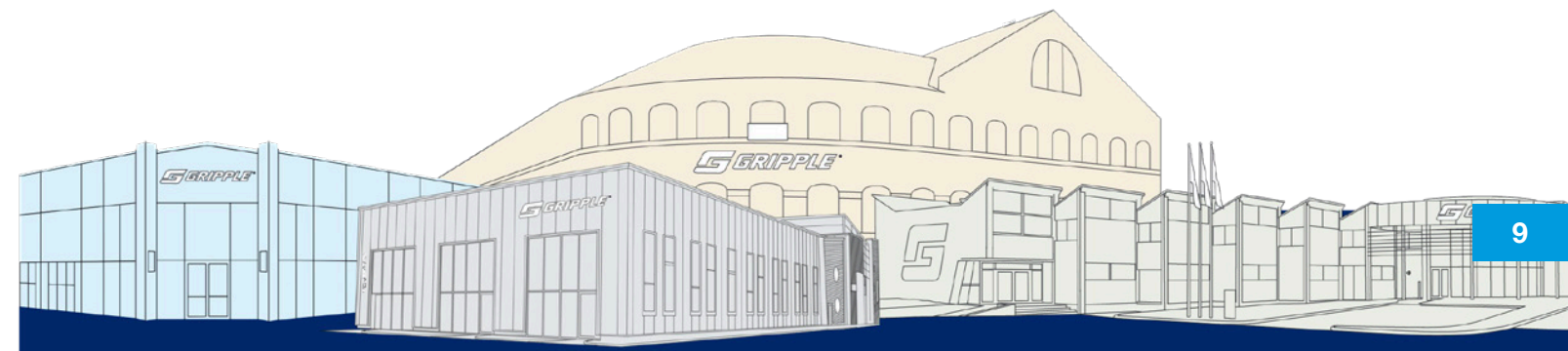
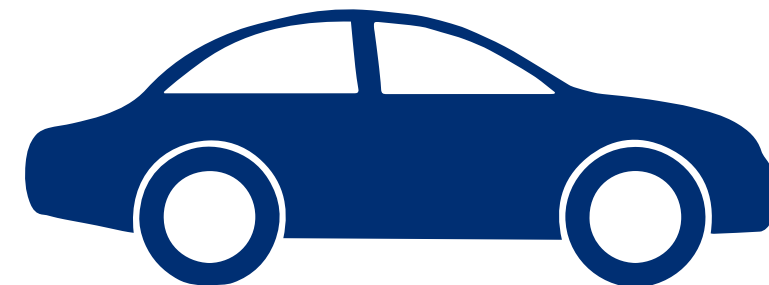
- Consider use of Skype or other virtual platforms to conduct your meetings where possible. If you need IT support to set up a meeting, ask for it.
- Hold short, stand up meetings outside.
- Space people appropriately around meeting rooms / tables to maintain 2m distancing. Select the appropriate meeting space to do so.
- Adhere to maximum occupancy levels sign posted on all meeting rooms.
- Avoid sitting directly opposite each other.
- Minimise the duration of meetings.
- Clean meeting areas before and after use in line with the standards set out in this document.
- Ensure the room is ventilated if possible.



Travelling to And From Work

Be aware of your contact with others

- Avoid public transport where possible. If unavoidable, PPE should be worn and will be provided (face mask and/or visor and hand sanitiser).
- Arrange a lift with a member of your household if possible.
- Consider cycling or walking to work, start and finish times may be adjusted to allow extra time for journeys. Bicycles will be provided for those who wish to use them.
- If you are car-sharing with another employee, the maximum capacity is two people, including the driver. PPE will be provided (face mask and/or visor and hand sanitiser). The vehicle should be cleaned thoroughly after each use, cleaning equipment and checklist is available upon request.
- Collection via minibus or pool car may be available.
- If you are concerned or have problems with getting to and from work, speak to your manager.



A New Way of Working

Working in the factory:

- The split shift system will remain in place.
- Maximum number of shifts to allow spread of labour.
- Your line manager will liaise with you and your team members to agree shift patterns – a degree of flexibility will be required to ensure we continue to keep the factory operating.

Working in the office:

- Your line manager will liaise with you and your team members to agree a rota for working in the office or from home.
- Office occupancy plan to be observed.
- The desk in front of you and to your side should be unoccupied.

Working in external sales:

- PPE kits will be provided; face mask, visor, hand sanitiser and disinfectant wipes. These should be used when making external visits.
- Ensure the site you are visiting is following the COVID Secure measures (social distancing, hand hygiene, use of PPE) before you visit.
- Avoid the use of public transport.
- Maintain 2 metre social distancing at all times.
- Do not shake hands.
- Follow the personal hygiene measures set out in point 2. Always carry and use hand sanitiser if wash basins are not available.
- Clean touch points in the car at the end of each day using disinfectant.
- When working from home maintain cleaning guidelines set out in point 3.
- Share the COVID Secure measures Gripple have in place with customers.
- Only conduct meetings in person where necessary and follow the guidelines set out in point 5.

Visitors to site:

- Should be issued with these guidelines in advance. This is the responsibility of their host at Gripple. Paper and electronic copies are available from P&C, Wingman and the company website.
- Must sign in at Reception and meet their host before they enter the site.
- Contractors are required to wear appropriate PPE and follow these guidelines.
- If you are concerned about the conduct of any visitors on site in relation to these guidelines, raise it with them politely and speak to your manager or the visitors' host.

A New Way of Working

External Visits:

- Should still be conducted where necessary / desirable. Relevant team member and managers should make their own assessments.
- PPE kits are available for all employees conducting external visits and can be used at their discretion.
- Continue to follow the guidelines on hygiene and social distancing during external visits. If you feel you are unable to do so, or you are at risk, end the visit.

Contact / Support

If you are an employee and concerned about your safety at work or any of these guidelines, please speak to your manager or contact P&C.

Katrina Ritchie
k.ritchie@gripple.com

Ewa Smereka
e.smereka@gripple.com

T: 0114 2288674

T: 0114 2288655

M: 07895 193216

M: 07411 947665

If you are a visitor or contractor with questions on these guidelines, please speak to your host at Gripple or Steve Platts.

s.platts@gripple.com



www.gripple.com
info@gripple.com

Gripple Ltd (Headquarters)

The Old West Gun Works
Savile Street East
Sheffield S4 7UQ
UK

T | +44 (0) 800 018 4264

F | +44 (0) 114 275 1155

E | info@gripple.com

Gripple Europe SARL

1, rue du Commerce
BP 37
67211 Obernai Cedex
France

T | +33 (0)3 88 95 44 95

F | +33 (0)3 88 95 08 78

E | frinfo@gripple.com

Gripple Inc

1611 Emily Lane
Aurora
IL 60502
USA

T | +1 866 474 7753

F | +1 800 654 0689

E | grippleinc@gripple.com

Gripple India

C-115, Industrial Area
Phase I, Naraina
New Delhi-110028
India

T | +91-11-45136817

F | +91-11-45136817

E | ininfo@gripple.com

Gripple Canada Inc

6665 Tomken Road
Units 9-10
Mississauga, ON L5T 2C4
Canada

T | +1 905 458 8700

E | cainfo@gripple.com

Gripple Japan K.K

2-57 Tsukizi-cho
Hyogo-ku, Kobe-shi
Hyogo, 652-0845
Japan

T | +81 (0) 78 681 2121

F | +81 (0) 78 681 2122

E | japan@gripple.com



A GLIDE company



GRI-BROC-GRI-ENG-3392

Published May 2020

Please refer to www.gripple.com for
the most up to date user advice and
product information.



© 2020 Gripple.

Gripple is a registered trademark of Gripple Limited.
Company registered in England No. 1772901, VAT Reg No. GB 600 1951 88