

## 11 Production Pattern (Bristol) Limited

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## Safely Returning to work

It is hoped that over the next 2 months we will be returning to some sort of normality with everybody returning to site. With this in mind the following health and safety steps must be adhered to.

- Hand sanitiser to be used on arrival
- 2M social distancing to be adhered to when having face to face conversations. This is
  particularly important as some employees have been shielding since the start of
  the outbreak.
- It is everybodies responsibility to clean and sanitise their own work areas and to wipe down objects which are touched by many people throughout the day, such as door handles, kettles etc. Anti bacterial wipes, sprays and tissues are located throughout the shop to aid with this.
- Face masks are available but not compulsory.

## Changes to workshop

- Separator screens have been erected in the cad room, on the workbenches and office area. Curtaining has been added in the grinding area and wood working bench area.
- A one way system around the metalworkers benches.
- Kettles are placed around the shop to avoid crowding.
- Reminder floor stickers are in place.
- Canteen closed except for tea making and microwave. Eating outside or at your own workstation.

## Covid symptom reminder

You are reminded that you must refrain from attending work and disclose to management if you are showing any symptoms of Covid19: Fever, sore throat and a loss of, or change in, your normal sense of taste or smell. If you have these symptoms you should get tested straight away and self isolate for 10 days from a positive result

For and on behalf of Production Pattern (Bristol) Ltd

S.M. Broad