	<b>Policy</b>	<b>Reference #:</b>
	<b>Social Distancing: Extraordinary, Temporary Measures to Limit the Introduction and/or Transmission of Infectious Disease at Manufacturing Facilities During Covid-19 Pandemic</b>	<b>Version:</b> 3
		<b>Creation Date:</b> 13 Mar 2020
		<b>Revision Date:</b> 9 July 2020
		<b>Page:</b> 1 of 4

## 1.0 Purpose

The purpose of this document is to provide a list of preventative and containment measures to limit or prevent the introduction of Covid-19 to manufacturing and distribution facilities and/or prevent further transmission where contact with an infected person has been identified.

These measures are to maximize health protection for employees while ensuring our plants can continue manufacturing to supply customers to feed their livestock.

## 2.0 Scope

This document applies to the entire Alltech group of companies.

## 3.0 Responsibilities

The operations executives and management have responsibility for this policy and its implementation at all manufacturing facilities.

## 4.0 General

- 4.1 Ensure all staff are aware of how the Covid-19 is spread and how to protect themselves and others.
- 4.2 The virus is spread through close contact (within 2 meters, 2 yards) with an infected person who is coughing or sneezing or by touching surfaces contaminated with the virus then touching your mouth, eyes or nose.
- 4.3 Routinely utilize common prevention measures including regular hand washing with soap and water for at least 20 seconds, drying hands thoroughly. Alcohol based hand cleanser can be used if your hands are not visibly dirty. Do not touch your face with 'dirty' hands.
- 4.4 Cover your mouth and nose with a tissue when coughing or sneezing or cough into your crooked elbow. Dispose of tissue immediately after use.

## 5.0 Separation of employee groups and visitors

### 5.1 Separation of employees between shifts

- 5.1.1 Establish separation times between consecutive shifts. This is to eliminate or minimize person to person contact between shifts. This allows for shifts to be treated in isolation should a staff member become infected or come into contact with Covid-19 infected person(s).
- 5.1.2 Begin AND end shifts 5-10 minutes later/earlier than usual, to create a total 10-20 minute buffer between shifts
- 5.1.3 Establish methods to ensure required information can be communicated between shifts that would normally have occurred in person. Methods such as notes, notice boards, electronic messages etc. can be used. A



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**Creation Date: 13 Mar 2020**

**Revision Date: 9 July 2020**

**Page: 2 of 4**

phone call between shifts can be used to enhance communication and replace usual person to person discussions.

- 5.1.4 Certain plants will have equipment that cannot be shut down for this period and require constant supervision. In these instances, minimize the number of people that need to attend the equipment for the final minutes of the shift. Hand-over shall be as brief as possible and physical distances shall be maintained. Communications shall follow 5.1.3.
- 5.1.5 Where shifts overlap in a facility separate measures should be taken to minimize contact between groups. If persons/groups cannot be separated by time with multiple other groups (e.g. overlapping shifts) then strict measures should be put in place to eliminate contact with more than one other group.

**5.2 Restricting non-essential employees from manufacturing facilities**


- 5.2.1 Non-essential employees e.g. sales staff shall not enter manufacturing facilities.

**5.3 Separation of groups working at the same time/facility**

- 5.3.1 Establish segregation of work areas where possible e.g. production line(s), warehouse, office.
- 5.3.2 Physical barriers, e.g., existing walls and structures, shall be used as work area boundaries where possible. Clearly communicate with staff where the boundaries are, especially where no physical structure exists.
- 5.3.3 Where possible designate different entrance/exits for each working group. Evacuation routes take priority for emergency events.
- 5.3.4 Establish methods for the transfer of documents etc. that eliminate or minimize person to person contact such as drop-off point for production paperwork and other documents. One person shall be designated to move items to drop off point. One person shall be designated to pick-up those items.
- 5.3.5 Minimize the number of people that move between zones, ideally one designated person, if movement between zones cannot be completely avoided.
- 5.3.6 Prioritize use of electronic communication e.g. radios, phone, e-mail, instant messenger for communication within manufacturing facilities, between zones.
- 5.3.7 When person to person communication is required, maintain maximum possible distance with a minimum of 2 meters / 2 yards.
- 5.3.8 Schedule breaks so that minimum number of people are on break at the same time. Where possible, breaks shall be taken individually. Where breaks cannot be staggered, maintain maximum possible distance with a minimum of 2 meters / 2 yards.

**5.4 Cleaning of common surface contact areas**

- 5.4.1 At the beginning of each shift, employees shall clean or wipe all common contact surface areas with appropriate disinfectant cleaning materials. Example surfaces include but are not limited to, light switches, door handles, computer keyboards and mouse, touch screens, tools, forklift

	<b>Policy</b>	<b>Reference #:</b>
		<b>Version: 3</b>
	<b>Social Distancing:          Extraordinary, Temporary Measures to Limit          the Introduction and/or Transmission of          Infectious Disease at Manufacturing Facilities          During Covid-19 Pandemic</b>	<b>Creation Date: 13 Mar 2020</b>
		<b>Revision Date: 9 July 2020</b>
	<b>Page: 3 of 4</b>	

steering wheels, grab handles and seatbelt buckles.

- 5.4.2** At the end of each shift, the cleaning regime in 5.4.1 shall be repeated.
- 5.4.3** The combination of 5.4.1 and 5.4.2 ensures surfaces are double wiped between shift changes, maximizing the effectiveness of cleaning all surfaces.
- 5.4.4** Avoid sharing items such as knives or pens. For the **duration of these emergency measures**, employees shall maintain their own pen and knife etc. with them. These shall be kept secured to them and/or kept in lower pockets, i.e. those below waist height. Extra caution shall be taken to avoid these falling into product.

#### **5.5 Minimizing contact with truck drivers**


- 5.5.1** Drivers shall be asked to stay in their cab when possible.
- 5.5.2** Where drivers need to leave their cab, e.g. opening/closing trailer gates and tarps etc., they shall be asked to stay as close to their vehicle as possible.
- 5.5.3** Driver contact with employees shall be minimized. Employees shall wear mask and gloves when exchanging documents and samples etc. with drivers.
- 5.5.4** Drivers shall only use designated washrooms. Requests shall be made to suppliers that drivers use washrooms prior to arriving on site where possible.
- 5.5.5** Drivers needing to enter any structure/building on site shall be able to answer questions from the Visitor Screening Checklist satisfactorily before entering.

#### **5.6 Protecting points of entry and minimizing entry of non-employees to buildings**

- 5.6.1** Hand sanitizer shall be available at external entrances for employees and non-employees to use prior to entering buildings.
- 5.6.2** Drop zones shall be established near to or outside building entrances for deliveries e.g. mail, courier deliveries etc.

#### **5.7 Managing non-employee site visitors**

- 5.7.1** No visitors shall be allowed on site or to enter buildings unless deemed essential by Plant managers for the continuance of operations. If in doubt, they shall escalate it through their line manager and/or consult with Covid-19 Task Force contact.
- 5.7.2** Approved visitors shall complete the Visitor Screening Checklist satisfactorily.

	<b>Policy</b>	<b>Reference #:</b>
		<b>Version: 3</b>
	<b>Social Distancing: Extraordinary, Temporary Measures to Limit the Introduction and/or Transmission of Infectious Disease at Manufacturing Facilities During Covid-19 Pandemic</b>	<b>Creation Date: 13 Mar 2020</b>
		<b>Revision Date: 9 July 2020</b>
	<b>Page: 4 of 4</b>	

**5.7.3** For repeat visitors e.g. contractors on site daily, maintain communication with that contracting company and ensure that they continually assess and confirm that their employees meet our visitor checklist requirements.

**5.7.4** For regular vendors that are on site e.g. uniforms, floor mats, vending machines, where possible schedule these visits so that common contact surfaces can be cleaned as they leave the building.

#### **5.8 Virus detection measures**

**5.8.1** Source a non-contact thermometer to have available if required.

**5.8.2** This will only be used when approval to use is given by senior management.

#### **6.0 Wearing of Face Masks**

**6.1** All production staff shall wear face masks provided to them whilst inside the facility.

**6.2** Some roles will require face masks of standard N95 or better depending on the nature of the tasks conducted and the hazards therein – this shall be determined by risk assessment/job hazard evaluation.

**6.3** Signs shall be used to indicate where face mask wearing is required.

**6.4** Any visitors shall wear face masks provided to them whilst inside the facility including other Alltech personnel.