

General requirements

Smoking

Smoking is only allowed in designated areas and not in locker rooms, changing facilities or product areas. This includes e-cigarettes.

Eating and drinking

Eating and drinking is only allowed in designated areas. No food or drinks, including sweets, chewing gum or tobacco are to be taken into production areas. These items must be stored in designated storage areas. If visitors have any personal food that contains any of the 14 allergens, they must inform a member of the Units leadership team.

Handwashing

Hands must be washed:

- After going to the toilet
- After eating or smoking
- After blowing nose or sneezing
- After handling shoes
- After handling waste (including dropped product or contaminated material)
- After handling dirty cleaning equipment
- Before entering open product areas
- On re-entering an open product area after being in another area

The handwashing method must take at least 20 seconds:

- Wet hands with water
- Apply soap
- Rub hands together so that all the parts of the hands are cleaned, including palms, backs of hands, between fingers, backs of fingers, thumbs and fingertips
- Rinse hands to remove soap
- Dry hands thoroughly, as careful drying is a vital step in the handwashing process

Personal Items

Personal belongings, including smoking equipment and personal devices such as mobile phones, must not be taken into product areas.

Open Product Areas

If entering open product areas, visitors must comply with the following requirements while they are in the area. These are in place to minimise the risks of product contamination associated with microbiological, chemical, physical or allergenic contamination.

Jewellery

Watches and jewellery worn on exposed parts of the body (i.e., below the elbow, face/ears), is not allowed, with the exception of:

- A plain wedding band
- A plain wedding wristband

Religious jewellery and medical jewellery are only permitted to be worn if the item is totally covered with personal clothing.

Personal care

Nail varnish, nail art or false nails, false eyelashes are not permitted in open product areas. Perfume or aftershave must not be worn to such an extent that it could taint the product.

Personal Protective Clothing (PPC)

PPC must be worn by all colleagues, agency staff, visitors and contractors when entering open product areas. Prior to entering an open product area, all visitors must put on PPC in the following order:

1. Remove outer clothing including jewellery, watches, phone and leave in the secure place with the Unit host
2. Remove shoes and place into a locker or on the designated racks
3. Put on a hairnet. The hairnet must cover the ears, to make sure it covers all hair
4. For facial hair, a beard snood must be worn
5. Hands may then be dirty from touching shoes, hair and face, so hands must be washed
6. A clean coat must then be put on, making sure it's fastened - right to the top
7. Enter production area
8. Apply post wash hand sanitiser to hands

On leaving the open product area for a break, to go to the canteen, to go outside, or to go to the toilet, PPC must be removed and hung up in the designated area so that they don't become contaminated. Hairnets and beard snoods can be removed but must be disposed of. A hairnet that has been worn must not be taken off and then put on again.

On leaving the open product area at the end of the day, the coat must be put in the laundry, hairnets are to be removed and disposed of, and the work shoes removed and put away in the racks provided. If PPC becomes dirty or degraded, visitors must engage with their host and arrange to change it.

Illness

Visitors must notify their host, if they are suffering from any of the following symptoms, infections or diseases or if they become ill while on site:

- Diarrhoea or a recurring bowel disorder
- Vomiting or nausea
- Stomach pain
- Fever
- Skin infections on, or discharge from, any part of the body that isn't covered by personal clothing
- Jaundice
- Typhoid or Paratyphoid fever
- Any type of Salmonella
- A high temperature, a new/continuous cough (coughing a lot for more than an hour), a loss or change to sense of smell or taste

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Visitor Hygiene

Visitors must notify their host if:

- They are aware they have been in contact with anyone in the last 21 days, who has Typhoid or Paratyphoid fever
- They have knowingly been in contact with someone who has tested positive for COVID-19

Open wounds

All open wounds on exposed parts of the body (i.e. below the elbow, face/ears), must be covered, including:

- Cuts and grazes
- Tattoos for two weeks post inking
- Piercings for two weeks after piercing

If a visitor has an open wound, they must report this to their host, as the visitor will need to have a company issue dressing applied. The visitor will then need to look after this dressing and report it to their host if it becomes lost, damaged or if it needs replacing. At the end of the day, visitors must also report back to their host to prove that the dressing is still in place and intact.

Medication

Wherever possible, medicines should not be taken into production areas. However, if a visitor has a medical need to keep medication with them, then they must discuss this with their host, before taking the medication into production areas. Visitor medical needs will be reviewed and if use is approved, terms of use will be agreed on a case-by-case basis.

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