

## Rules and Guidance for Training

- Classrooms are well ventilated with windows open.
- Classrooms are set up to ensure social distances can be adhered to.
- Trainer to carry out TXM Plant COVID-19 Assurance check before start of training.
- Gloves to always be worn by the trainer and student when handling materials that may be handled by others. This will include question sheets, assessment documents, ID and registration documents.
- Students are to use their own stationary
- Carry out PTS checks at a distance or place card on table to take details
- Use of duplex communication which is cleaned before and after every use.
- If training requirement requires close proximity then task to be assessed and kept to a minimum time with the protection of a face mask / face shield / protective eyewear and surgical gloves during this activity, and a full hand cleaning process is applied using soap and water or hand sanitisation gels before and after task to prevent cross contamination.

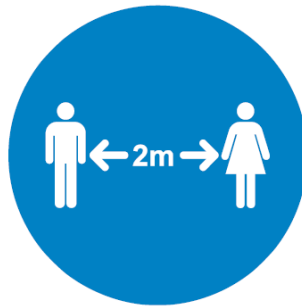
## Accidents, security and other incidents

- In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

## Waste

Equipment worn for additional protection against Coronavirus (COVID-19) such as face masks and gloves can be disposed of in the normal general/ black bin waste. This approach is aligned to guidance from Public Health (England, Scotland & Wales) and has been confirmed with regulators (the Environment Agency, the Scottish Environment Protection Agency & Natural Resources Wales).

**Report any COVID-19 issues to the TXM Plant Site Manager so that these can be rectified.**



## COVID-19 Information for Staff, Visitors and Contractors

Welcome to TXM Plant premises.

This information has been prepared for your benefit and covers TXM Plant Rules and Guidance for COVID-19 that apply to TXM Plant premises.

Our objective is to provide a safe, healthy and secure working environment for all employees and others visiting TXM Plant.

You are reminded of your legal duty-of-care towards others who may be affected by what you do and don't do while on TXM Plant premises.

**Please ensure you read and retain this publication for reference.** If there is anything you do not understand, please do not hesitate to ask your TXM Plant contact.

**Thank you for your co-operation.  
Take care.**

**R Romaszko  
Date**

**Assurance Director  
03/06/20**

## General Rules for all Staff and Visitors

- Personnel that are unwell or who live with someone that has symptoms of COVID-19 we would kindly ask that you do not enter this workplace
- Avoid skin to skin and face to face contact
- Respect of a minimum distance of 2m between people at all times.
- All staff, visitors and contractors must sign in and out with their own pen. Visitors are then to report to their TXM Plant contact.
- Wash your hands frequently with soap and water, at least at the start of the day, at each change of task, and every 2 hours thereafter.
- Wash hands before drinking, eating and smoking for at least 20 seconds.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Use hand sanitiser gel if liquid soap and water are not available.
- Use of printers to be kept to a minimum, if required to use then cleaning before and after use is mandated and available wipes and paper towels to be located nearby.

## Symptoms for COVID-19

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

## Personal Protective Equipment (PPE)

If requirement to work in close proximity with another work colleague then task to be assessed and kept to a minimum time with the protection of a face mask or face shield, protective eyewear and surgical gloves during this activity, and a full hand cleaning process is applied using liquid soap and water or hand sanitisation gels before and after task to prevent cross contamination

## Rules and Guidance for canteens/rest and Smoking areas

- Staggering break times to reduce pressure on break rooms or canteens.
- Staff to use their own cutlery, cups and plates for eating and drinking to prevent contamination.
- Staff to ensure thorough cleaning is applied if beverage making condiments are provided and wear appropriate PPE.
- Personal food placed in fridges is to be clearly marked with name and not places on other personals food.
- Ensure smoking breaks are staggered to prevent congestion and avoid congregating allowed in smoking area

## Rules and Guidance for Workshops

- Engineers where possible to use their own tools.
- If using shared tool, then before and after use tool to be cleaned.
- Engineers to assess every task they carry out that social distancing can be adhered.
- Engineers are not to share vans and are to travel alone in their vans
- If task requirement requires close proximity to other engineer then task to be assessed and kept to a minimum time with the protection of a face mask / face shield / protective eyewear and surgical gloves during this activity, and a full hand cleaning process is applied using liquid soap and water or hand sanitisation gels before and after task to prevent cross contamination.

