

Quality Filtration Systems Covid-19 Safety Procedures:

**We all need QFS to be healthy, productive and efficient for our own future.
We are in this together and we must look after ourselves, each other and QFS.**

Be POSITIVE • Be RESPONSIBLE • Be PRODUCTIVE

It is important that every QFS employee understands and follows the measures which have been put in place. These procedures will remain valid until a relaxation is announced and are to be strictly adhered to. Failure to do so may not only compromise your own and other's health but also place QFS at risk of being temporarily closed and losing production time and business.

- If any employee has symptoms associated with the COVID-19 they must stay at home.
Symptoms: **fever, cough, sore throat, redness of eyes or shortness of breath**
Additional symptoms: **body aches, loss of smell or taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness**
- Everyone's temperature will be scanned every morning. Employees will also be asked whether they are displaying any symptoms. This will be noted on the QFS staff register.
- Before entering the QFS building, employees are to report to the person doing the tests.
- The biometric device (fingerprint clock in device) will not be used until further notice.
- Any employee who starts to display symptoms must inform management immediately who will follow the instructions under: "**QFS Covid-19 Instructions for Supervisor**"
- Everyone must **wear a mask**. You can wear your own or one will be provided.
- Please space yourselves out in the office to apply social distancing.
- All areas such as toilets, common areas, door handles, shared electronic equipment are to be regularly cleaned and disinfected.
- We need as much air flow as possible. Factory roller doors to be opened for this reason.
- Aircons can cause the circulation of dangerous air particles and must not be used.
- **Hand sanitiser** will be available at reception as well as in the workshop and offices. Please use as and when necessary.
- Only essential meetings allowed with no more than 4 people. Electronic meetings are encouraged.
- No visitors allowed into the building.
- Deliveries to be received at the gate and sanitised before being brought into the building.
- Where possible, delivered items are to be placed in a holding area and left for 4 days before being used.
- Keep a distance of **2m from your work colleagues** where possible.
- **Regularly wash your hands with soap and water.**

Kitchen Area:

- No more than 2 people allowed in the kitchen area at a time.
- Lunch breaks and tea times to be staggered for this reason.
- The fridge, microwave and kettles are risk areas (handles, milk containers etc) and should be cleaned and used minimally to prevent unnecessary contamination.