

## Guidance for Employees based on UK Gov guidance of 12<sup>th</sup> July 2021

The following safety guidelines have been put in place to protect staff, our friends and family and must be followed when attending BASEC's UK site. BASEC encourages all members of staff to stay safe, wear appropriate PPE and be vaccinated at the earliest opportunity.

- While from 19<sup>th</sup> July Covid 19 related controls have been relaxed in the UK, BASEC will retain controls for a period and will review risks to our business periodically.
- Employees must remain at home if they have covid-19 symptoms such as raised temperature and persistent dry cough and be tested as soon as possible.
- Government guidance should be followed upon a positive test, and the same applies should a member of their household show covid-19 symptoms.
- Those contacted by track and trace must follow government guidance.
- Laboratory based employees working from site will continue to work as before, with office staff expected to return to site from 16<sup>th</sup> August 2021.
- The office will be open full time from 16<sup>th</sup> August and you can work full time from the office, especially those in close proximity to improve mental health and team collaboration after being away from the office for so long, however, to start with the minimum expectation is from Tuesday to Thursday and this will be kept under review.
- Face masks are available for employees and while optional, we recommend that these are worn in the laboratory, common areas and moving between offices.
- The laboratory will continue to operate with current controls largely being retained.
- Only customers authorised by the CEO or Lab Manager will be allowed on site, with social distancing to be practised and face masks worn.
- Maintenance should be authorised and undertaken after 3pm whenever possible.
- All visitors must be escorted, register on site, and follow our site induction process.
- Visitors must not leave reception area unless under BASEC supervision, and must wear facemasks, and safety shoes when visiting the Laboratory.
- Soap and hand sanitisers will be available in all areas, and regular use recommended.
- All offices/lab areas be cleaned frequently and thoroughly with surface sanitiser, including desks and door handles.
- Employees should regularly clean their work areas with the cleaning products provided.
- Cleaning checklists and surface sanitiser placed around the laboratory beside frequently used equipment should be used to check and ensure regular cleaning.
- Floor markers placed around communal areas are in place to direct traffic and aid social distancing, and mirrors are placed in corridors to check for traffic; please THINK and keep your distance when approaching other employees.
- We particularly recommend that face masks and shields are used for any close contact work, shields must be cleaned down with disinfectant prior to use and after use.
- Social distancing is recommended with breaks staggered to maintain space, and a maximum of 6 allowed in the kitchen at one time.
- Good ventilation is recommended with doors and windows used to promote airflow
- Leaving times should be staggered to avoid congregation in the reception.
- login app in should be used to minimise risks of Covid transmission when registering entry and exit

Please do not hesitate to contact your line manager or HR if you have any questions or concerns.