

# Coronavirus – Actions



## • Supply Chain / Business Continuity

- Instigate Daily COVID-19 Response Team meeting - 30<sup>th</sup> Jan
- Direct supply chain review for China - 30<sup>th</sup> Jan
- Indirect supply chain review for China - 13<sup>th</sup> Feb
- Direct & indirect supply chain review for Italy - 2<sup>nd</sup> Mar
- Ensure key personnel are not onsite at same time - 16<sup>th</sup> Mar
- Review impact if schools close - 16<sup>th</sup> Mar
- Order additional IT equipment to support working from home - 20<sup>th</sup> Mar
- Setup Skype and test remote access on employee laptops - 20<sup>th</sup> Mar
- Identify companies who could carry out deep clean of site if required – 20<sup>th</sup> Mar
- Issue letter to personnel stating they are required to attend site – 31<sup>st</sup> Mar
- Determine plan for potential forced shutdown from UK Gov – 31<sup>st</sup> Mar
- Review impact if public transport is severely reduced - 31<sup>st</sup> Mar
- Can we be classified as a critical business (part of medical supply chain) – 7<sup>th</sup> April
- Full supply chain review

## • Travel Restrictions

- All business travel stopped to China - 30<sup>th</sup> Jan
- All international non-critical business travel restricted - 3<sup>rd</sup> Feb
- All international business travel stopped - 9<sup>th</sup> Mar
- All domestic non-critical business travel stopped - 9<sup>th</sup> Mar
- All domestic business travel stopped – 20<sup>th</sup> Mar
- - ongoing

## • Employee Awareness

- Hygiene awareness posters / info on plasma screens - 26<sup>th</sup> Feb
- Cleaning and catering contractors stood down and taken through awareness and additional precaution requirements - 26<sup>th</sup> Feb
- Weekly communications to management team - 27<sup>th</sup> Feb
- Table talkers in restaurant for good hygiene reminder - 5<sup>th</sup> Mar
- Weekly email update from Managing Director to all employees - 13<sup>th</sup> Mar
- Additional signs around site – 15<sup>th</sup> Mar / 29<sup>th</sup> May
- COVID-19 detail on NWF website – 29<sup>th</sup> May
- COVID-19 site rules employee awareness – 15<sup>th</sup> July
- Flow charts and checklist for isolation – 22<sup>nd</sup> Sep

## • Site Access Restriction

- Employee / Visitor restrictions - 2<sup>nd</sup> Mar
- All non-critical visitors to site stopped - 9<sup>th</sup> Mar
- Visitor system automatically send out declaration form & site hygiene / social distance requirements - 16<sup>th</sup> Mar
- Installation of thermal camera at NGH – 18<sup>th</sup> May
- Daily temperature checks of employees – 16<sup>th</sup> June

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## • Improved Hygiene / Social Distancing

- Additional antibacterial cleaning stations at entrance to building, restaurant and various other locations across site - 26<sup>th</sup> Feb
- Antibacterial soap in all toilets - 26<sup>th</sup> Feb
- Additional cleaning frequency of high risk touch points - 26<sup>th</sup> Feb
- Check effectiveness of fab HEPA filters - 26<sup>th</sup> Feb
- Hands free water tap in toilets - 26<sup>th</sup> Feb
- Antibacterial wipes in meeting rooms - 5<sup>th</sup> Mar
- No hand contact when greeting visitors - 5<sup>th</sup> Mar
- 2S fab wipe downs start of every shift with 100% IPA - 6<sup>th</sup> Mar
- Onsite gym closed - 9<sup>th</sup> Mar
- Stop filling water bottles at the water dispensers and revert back to plastic cup use / also stop refilling cups at milk/coffee machines - 11<sup>th</sup> Mar
- Remove minimum spend for card payments in canteen - 11<sup>th</sup> Mar
- Space out seating in meeting rooms and canteen - 11<sup>th</sup> Mar
- Implement working from home where possible - 16<sup>th</sup> Mar
- Where possible wedge non fire doors open - 16<sup>th</sup> Mar
- Removal of blue overshoes for F10 entry - 18<sup>th</sup> Mar
- Installation of IPA wipes at shared PPE stations - 18<sup>th</sup> Mar
- Increased frequency of air shower wipe downs - 18<sup>th</sup> Mar
- Office and conference room cleans at weekends - 23<sup>rd</sup> Mar
- Restrict occupancy of lifts and air showers - 23<sup>rd</sup> Mar
- Remove timer from air showers - 24<sup>th</sup> Mar
- Engineering pass downs to be done in fab rather than office - 24<sup>th</sup> Mar
- Close canteen and offer takeaway service - 24<sup>th</sup> Mar
- Reduce seating area by 50% in canteen and meeting rooms - 24<sup>th</sup> Mar
- Additional cleaning of BA sets by EHS (check sheet at set) - 25<sup>th</sup> Mar
- Stagger shift start times - 26<sup>th</sup> Mar
- Reduce the number of urinals in use – 27<sup>th</sup> Mar
- Add additional workstations in fab – 27<sup>th</sup> Mar
- Split employees across multiple floors – 30<sup>th</sup> Mar
- Review cleanroom suit protocols (masks & gloves) – 30<sup>th</sup> Mar
- Review spacing requirements at security gatehouse - 31<sup>st</sup> Mar
- Review spacing requirements at microwaves/fridges – 31<sup>st</sup> Mar
- Installation of Perspex shield at NGH - 1<sup>st</sup> April
- Implement a 1-way pedestrian system for entrance and exit of building – 1<sup>st</sup> April
- Issue all employees with gloves on entry to site (optional) – 2<sup>nd</sup> April
- Install Perspex shield at canteen pay point – 7<sup>th</sup> April
- Disable hand dryers and go back to paper towels – 8<sup>th</sup> April ; 13<sup>th</sup> May
- Re-layout pack/ship area to aid social distancing – 19<sup>th</sup> May
- Install perspex shield in occ health office – 29<sup>th</sup> May
- Move from paper based to electronic CN system – 29<sup>th</sup> June
- Review employees with underlying health issues & safe return to work – 6<sup>th</sup> July
- Mobile perspex screen – 8<sup>th</sup> July
- Make F10 toilet unisex or single use only – 7<sup>th</sup> Aug
- Face coverings to worn on site in communal areas – 22<sup>nd</sup> Sept