

# SAS COVID-19 Site Rules

Any wilful or deliberate breach of these rules will lead to a disciplinary investigation



## Symptom control:

1. **You must not** attend work if you, or anyone within your household or support bubble have any new COVID-19 symptoms including a continuous cough, a high temperature (above 37°C), or a change in the sense of taste or smell
2. **You must** follow all government guidance on self-isolation
3. **You must** test your temperature and confirm that you have no new COVID-19 symptoms on arrival to site
  - **For shop floor workers:** It is not acceptable to enter site (i.e. pass an SAS COVID-19 check point) until a 3<sup>rd</sup> party has cleared you safe to enter
  - **For all other staff:** If a 3<sup>rd</sup> party checker is not present, it is not acceptable to enter site (i.e. pass an SAS COVID-19 check point) until you are self-checked as safe to enter using the [SAS e-form](#)
4. **You must not** further access the building if you have any new COVID-19 symptoms including a temperature reading above 37.0 °C
  - You will only be given one opportunity to re-test your temperature
  - If your temperature is still above 37.0 °C, you must follow the SAS COVID-19 emergency response
5. If you exhibit COVID-19 symptoms at work (including a temperature of above 37.0 °C):
  - **You must** move to a safe location immediately (e.g. outside the building):
  - **You must** then call an SAS COVID-19 Officer:  
*(Tracy Mason: 07500 164131, OR Chris Harper: 07584 188575)*
  - **You must** follow all the instructions given by the COVID-19 Officer
  - **You must not** re-enter the workplace until you have spoken to one of the COVID-19 Officers

## Social distancing:

6. **You must** remain 2m apart from any other workers wherever possible
7. **You must** comply with all specified additional controls if 2m social distance cannot be achieved
8. **You must** observe the maximum room capacity rules displayed.
9. **You must** assume the room is single occupancy only if there are no room capacity rules displayed
10. **You must** obey all social distancing floor markings (e.g. when clock out or when using a smoking shelter)

## Work travel:

11. **You must not** travel to or from work in a vehicle with somebody from outside of your household or support bubble. If this causes you a problem, you must discuss this with your Manager.

## PPE:

12. **You must** wear a **face covering (mask)** when you are inside a factory
13. **You must** wear a **face covering (mask)** when working within a work bubble that is not assigned to you

## Hygiene:

14. **You must** wash or sanitise your hands as soon as you enter the building, and before you leave
15. **You must** wash or sanitise your hands after using toilet and welfare facilities
16. **You must** wash or sanitise your hands after touching common touch points (e.g. door handles)
17. **You must** cover all coughs and sneezes
18. **You must** dispose of all hygiene waste in the bins provided
19. **You must** clean all kitchen & canteen appliances (e.g. kettle handles) with sanitising wipes after use
20. **You must** clean all kitchen & canteen furniture including tables and chairs with sanitising wipes after use
21. **You must** clean all desks and chair arm rests with sanitising wipes before and after use
22. **You must** keep your desk and workstation clear of unnecessary clutter/paperwork
23. **You must not** pass around paperwork, pens, and hand tools
24. **You must not** share communication equipment such as mobile phones or tablets

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