Protocols
- CoronaVirus Management -
Agenda

- Governance
- Protocols
- In Practice
Approach
Approach

- Align with Global, European & Local Government Guidance
- Agile, Adaptive and Learning
- Strong Governance and Routines

**GOVERNANCE**

- Global CRMT
- International CRMT (Ex US)
- Factory / Logistics CRMT (Operations)

**ROUTINES**

- Daily Call 10pm UK
- Daily Call 9am UK
- Daily Call (UK) ANJ 7am EMEA 8am LATAM 1pm

**AGENDA**

- Zone Update (Intl’ & US)
- Operations / Commercial Update TaskForce Communications
- Country Update Operations / BU Update Action Review Communications
- People
  - Consumables (Hygiene)
  - Issues
  - Production

11,000 Employees
40 Factories
19 hr Time Zone
17 Countries
13 Languages / Culture

CRMT – Crisis Response Management Team
Sources

WHO - COVID-19

PHE - COVID-19
Protocols
Operations Protocols

- One Location  
  - COVID-19 Operations Crisis Team
- Trigger and Response Structure – 5 Levels
- All sites to implement ‘Response Level 1 & 2’
- Response Levels 3, 4, 5 case by case

- Level 1 - Preparation
  - Contacts and communication
  - Critical roles
  - People at risk
  - Routines and Ways of Working
  - Supply chain

- Level 2 – Basic Controls
  - Social Distancing
  - Additional cleaning & sanitation
  - Factory entrance hand sanitation
  - Visitor & new starter screening
  - Communications
Social Distancing

Utrecht DDS Meeting

Cairo Canteen

Maintaining Distance

Place Setting
Social Distancing

Utrecht Canteen

Screen put in place to segregate Kitchen staff from employees

Card Payments in place

Please note The 57 Club & Gym is closed until further notice
Cleaning & Sanitation

- Start of shift clean
- Deep clean after Self-Isolation
- Common area cleaning procedures
- Washing Hands

Kitt Green HMI Cleaning

Cairo Bus Sanitization
Site Entrance – Screening & Sanitizing

Cairo Temperature Screening

Kitt Green Screening & Sanitizing
Communications

Employees, Contractors and Visitors
Upon entering this site, the following rules apply:

- Everyone (employees, contractors and visitors) must sanitize their hands on entry & then wash & sanitize before starting work or participating in a meeting.
- Over the course of the day, aim to wash & sanitize your hands every two hours.
- Continue to wash & sanitize after visiting wash-rooms.
- Sanitize your hands before & after using communal facilities such as drinks areas, kitchens and canteens.
- Avoid touching your face with your hands.
- Cough and sneeze into a tissue & dispose of the tissue immediately; if you don’t have a tissue cough & sneeze into your elbow

WORKPLACE HEALTH AND HYGIENE TIPS

Wash your hands frequently and thoroughly (20 seconds in hot water)
Keep your workplace as clean and hygienic as possible
Maintain distance between you and anyone who is coughing or sneezing

Avoid touching your eyes, nose and mouth
Cover your mouth and nose when you cough or sneeze and dispose of used tissues immediately
Stay home if you feel unwell
Thank You