



THE KRAFT HEINZ COMPANY

# Protocols

## - CoronaVirus Management -

# Agenda

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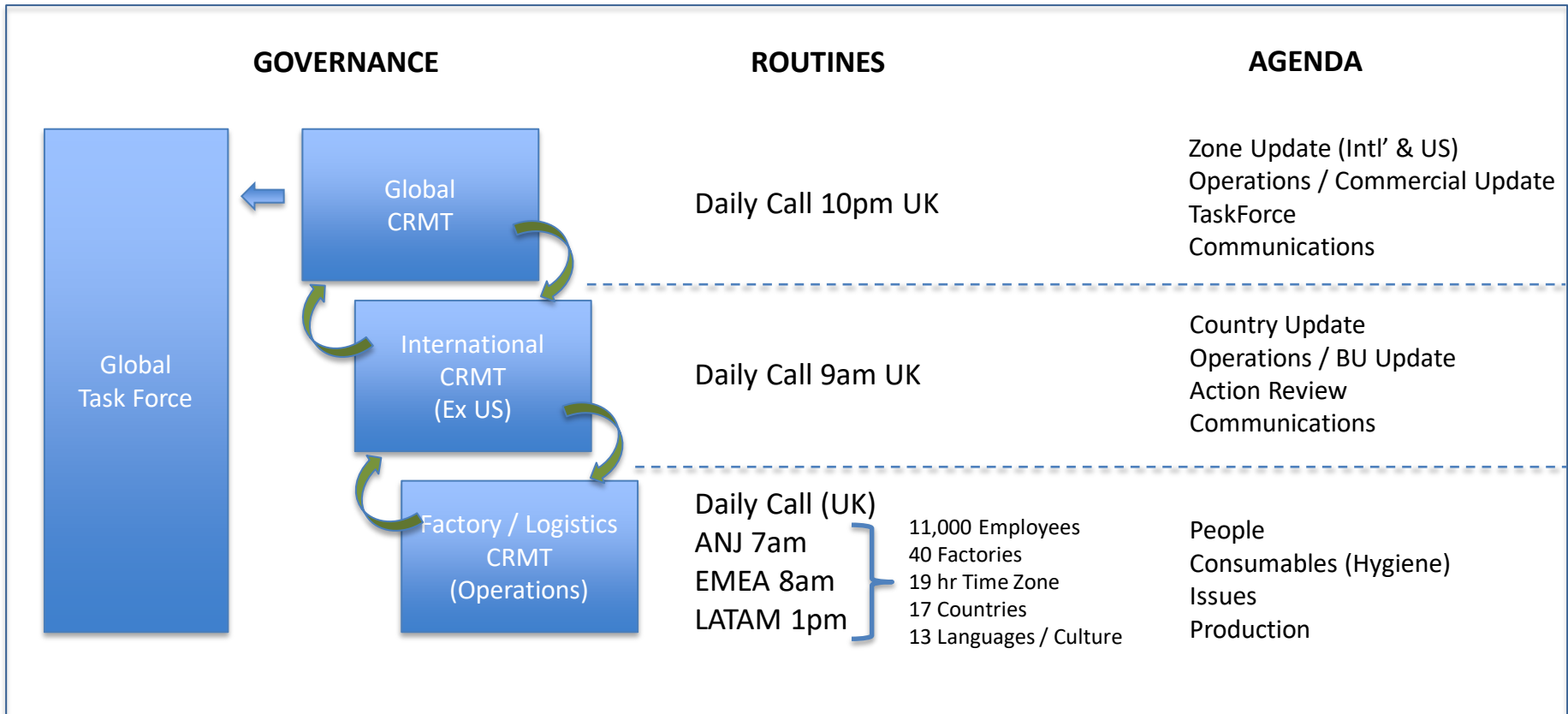
- Governance
- Protocols
- In Practice

# Approach

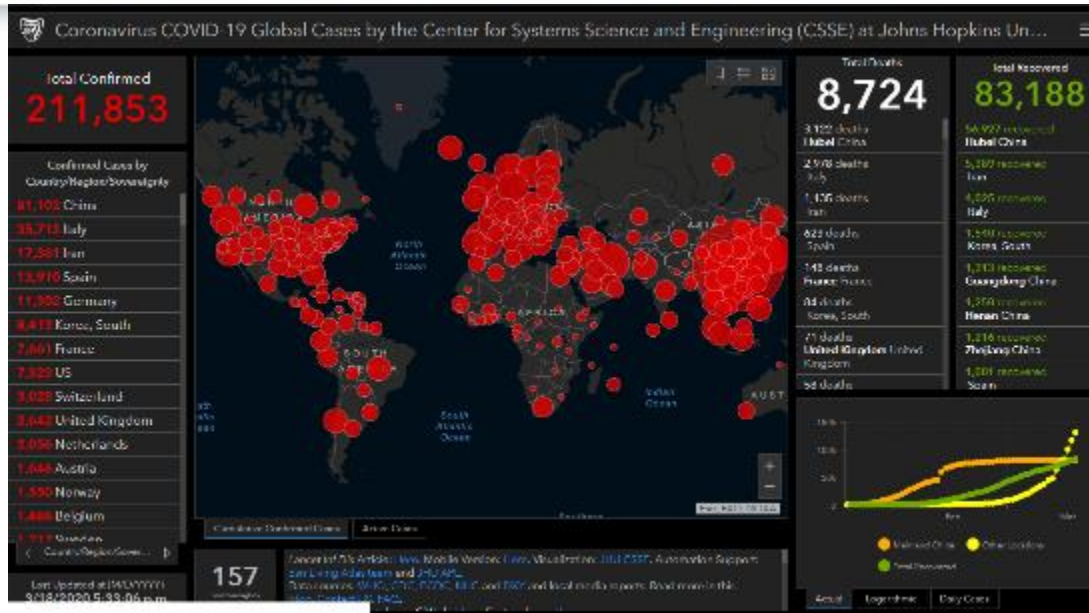


## Approach

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



# 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

**KraftHeinz** [World - Coronavirus](#)

**COVID-19 International Factories Protocols**  
V12 – 13<sup>th</sup> March 2020

**Information:**  
 Good Hygiene practices apply as standard  
 Close Contact is defined as 25mins duration within 2metres proximity  
 Self-isolate means –

- Stay at home and avoiding other people as much as possible
- Do not have visitors and keep away from other family members as much as is practical

WHO website <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

**Principles to Follow:**  
 Follow WHO advice, then local Government advice.  
 Any HSE Global Policies will be communicated and incorporated into the local Crisis Management teams

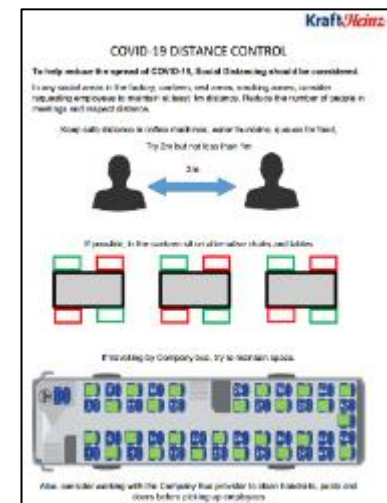
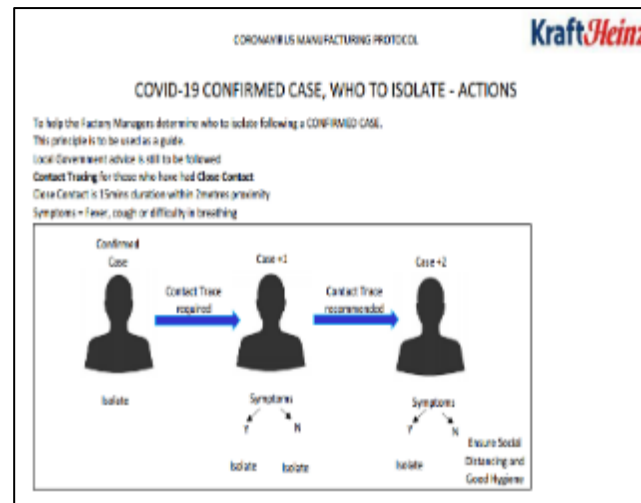
**Objectives:**  
 It is advised to convene the factory Crisis Management Response Team (CMRT) in preparation for any further escalation.  
 Factory Crisis Management Teams to set up a routine to

- Monitor Category of the location and local conditions
- Local Government Advice on dealing with scenarios
- Identify Critical roles with the Factory
- Identify any Resource and equipment requirements
- Define local ways of working
- Communicate to factory employees

Guidance to be defined locally as the situation changes.

The CMRT should escalate and feedback any relevant updates to Head of Supply who is part of the International Crisis Management Response Team.  
 The International CMRT are linked into the HIC Global Crisis Management Response Team.

The following protocol should be used as a guide in conjunction with any existing local structures or local Government Government requests. The responses may be triggered by local conditions or as requested by the International CMRT.



# In Practice





# Social Distancing

Utrecht DDS Meeting



Maintaining Distance

Cairo Canteen



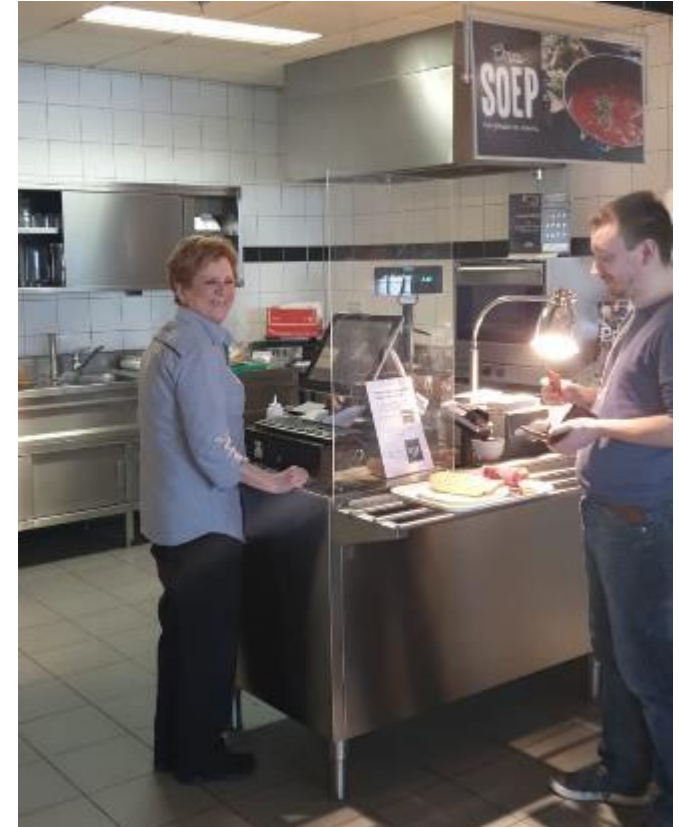
Place Setting

# Social Distancing

Utrecht Canteen



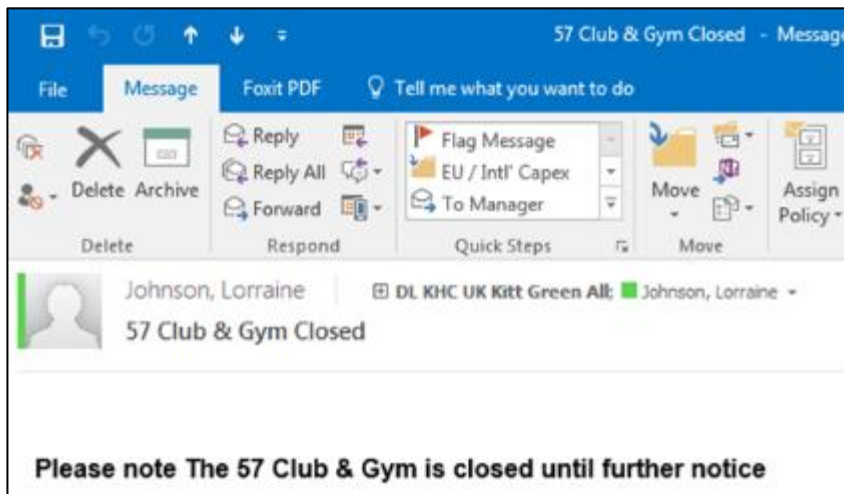
Utrecht Canteen



Screen put in place to segregate Kitchen staff from employees

Card Payments in place

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# Cleaning & Sanitation

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

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**Cleaning, Sanitation & Disinfection  
Procedures for  
Work Areas and the Production Facility  
16 March 2020**

**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



Wash your hands



Avoid touching your face



Use a tissue for coughs



## 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

## WORKPLACE HEALTH AND HYGIENE TIPS



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**