

Mandatory Face Covering Policy – January 2021

Following a review of the control measures within the Group and to ensure that we are reducing the risk to all our colleagues we have made the wearing of face coverings mandatory in all locations. The following outlines the approach we will take in response to this.

We will introduce a 2-area system.

- **Area 1. Active Operational Areas** – All individuals will be expected to wear a face covering in these areas. Where individuals are not able to wear a face covering (due to medical reasons) then an alternative means of protection will be provided. This covering must be Company provided. Coverings from home are not permitted in Active Operational Areas. All other COVID19 controls in place must be adhered to – this includes the requirements for social distancing and hygiene measures.
- **Area 2. Canteens/Smoking Shelters/Offices/Other Communal areas i.e. corridors, locker rooms etc** – All individuals will be expected to wear face covering whilst moving around these areas. When you sit at your table in the canteen, are smoking at the smoking shelter or at your desk then you are exempt from wearing a covering. Normal social distancing rules apply. Coverings from home may be utilised in these areas.

Active Operational areas are areas involved in the preparation, manufacturing, storage and distribution of goods. This includes development/test kitchen areas. Coverings that are not company provided must be removed prior to entering active operational areas. You must replace this with a Company approved covering and you must follow the normal handwash/hygiene practices on site.

Only coverings provided by Finsbury Food Group are permitted into the active operational areas.

The face covering should be put on as the last piece of personal equipment i.e. if you are required to wear a beard snood then the covering should be placed over the snood.

In area 2 people may utilise their own face coverings but they must ensure that these are suitable and appropriate for the workplace and no team colours, offensive slogans, etc will be permitted.

If you feel you are unable to wear a face covering due to an underlying health concern then you should inform your line manager who in turn will inform HR. A suitable alternative will be provided where appropriate.

Visors are only to be utilised where the need for these are supported by a valid and up to date risk assessment.

Contractors and external visitors must be made aware of this policy prior to their attendance at site. Where a contractor is to undertake their activity in a non-active operational area they are permitted to utilise their own face covering. Where a contractor is to undertake activity in an active operational area then they will be provided with a Company face covering.

Clarification

If you are unsure as to whether to the application of this policy then please contact your site lead/business director for clarification.

*Together we have the right
mix of ingredients!*

