

Airbus UK Business Continuity Plan

COVID-19

Broughton Plant
April 2020

AIRBUS

Overview

Airbus UK has created a series of implementation and compliance documents in partnership with our Trade Unions and Safety Representatives to enable production continuity in the context of COVID-19. The cascade of documents created below ensure commitment and ongoing compliance by all Airbus Management and Leadership to the measures implemented, protecting the health and safety of our colleagues. Further to the physical measures, all employees underwent training (See Appendix A) that required each team employee to sign confirming their understanding of the measures. The training was completed lineside whilst walking employees through the implemented measures.

19 Point Checklist

The 19 point checklist was cascaded to Airbus in Broughton from a central Manufacturing Engineering function, highlighting common areas across the Airbus Group, where people segregation may be at risk. Broughton then took this, and applied active measures to guarantee 2m segregation of our employees and subcontractors. Photos of these measures are contained herein. Once all of the measures had been implemented, each function head signed a copy of the 19 Point Checklist with the Trade Union confirming their areas compliance with the measures implemented. This was ultimately signed off by the Head of Plant as a commitment to people health and safety.

10 Point Daily Confirmation

To ensure daily compliance, the 19 point checklist has been condensed into a simple daily 10 point checklist that each Production Manager and Team Leader must complete and sign with the Trade Union at least once per shift. This ensures ongoing compliance and allows suitable escalation of any areas of concern that require addressing.

Management Control Status

Each day the Heads of Business consolidate all of the signed 10 point checklists into a RAG (Red, Amber, Green) table for their area showing the health of the department to the Plant Management team. This file includes comments on any non-conformance allowing trends to be identified and resolved where necessary.

Green – Station assessed, no specific action necessary, or specific action implemented as per checklist recommendations.

Amber – Station assessed, mitigation actions necessary and implementation of measure defined. Area can remain open with CPA in place.

Red – Station assessed but mitigation actions necessary & implementation date not defined. Area to close immediately until measure implemented.

19 Point Checklist (Page 1 of 4)

#	Area	Category	Associated Health & Safety Risk	Implemented measure
1	Facility Entrance	Clock-in / Clock-out	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - 2m separation between employees clocking in / out, process confirmed each shift by local leadership team. - 2m marking tape applied to floors to identify 2m gap between walkway and locker. - Additional signage installed on wall and floors identifying 2m separation requirement at all clock areas. - Communications through signed training pack completed with all employees. - Time between shift changes increased from 20 minutes to 30 minutes. - Employees coming in to shift not allowed to leave their vehicles until 15 minutes before shift to prevent crossover. - One way systems implemented so that an orderly flow in one direction use the clock machine.
2	Facility Entrance	Break / social areas	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Defined canteen / social areas for teams across the site. - Table seating reduced from 4 per table to 1. - Additional break areas implemented where canteen space is too small, i.e. Innovation Space becomes breakout. - Food outlets upgraded to one way systems, reduced menu to avoid waiting times, separate entrance and exits. - Break times split for employees reducing numbers using facilities concurrently.
3	Facility Entrance	Changing room / showers	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Communications through signed training pack completed with all employees. - Lockers relocated to ensure minimum of 2m spacing between each. - Unused lockers from A380 West Factory relocated to East Factory where additional lockers are required. - 2m marking tape applied to floors to identify 2m gap between walkway and locker. - Additional signage installed on wall and floors identifying 2m separation requirement at all clock areas. - Break times split for employees reducing numbers using facilities concurrently.
4	Facility Entrance	Toilets / hand washing area	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Communications through signed training pack completed with all employees. - Lockers relocated to ensure minimum of 2m spacing between each. - Unused lockers from A380 West Factory relocated to East Factory where additional lockers are required. - 2m marking tape applied to floors to identify 2m gap between walkway and locker. - Additional signage installed on wall and floors identifying 2m separation requirement at all clock areas. - Toilet urinals and sinks made out of use if within 2m of each other. - Break times split for employees reducing numbers using facilities concurrently. - Additional 'portaloo' cabins and hand wash facilities installed where toilets are restricted in segregation capacity.
5	Manufacturing Hangar	Lockers at the station	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Communications through signed training pack completed with all employees. - Lockers relocated to ensure minimum of 2m spacing between each. - Unused lockers from A380 West Factory relocated to East Factory where additional lockers are required. - 2m marking tape applied to floors to identify 2m gap between walkway and locker. - Additional signage installed on wall and floors identifying 2m separation requirement at all clock areas.

19 Point Checklist (Page 2 of 4)

#	Area	Category	Associated Health & Safety Risk	Implemented measure
6	Manufacturing Hangar	Personal Protective Equipment (PPE)	Tooling/material/equipment contamination between users	<ul style="list-style-type: none"> - No PPE is shared between employees. - Additional cleaning regime implemented by on-site contractor (CBRE) to clean equipment between shifts. - Communications through signed training pack completed with all employees. - Surgical masks provided to employees that cannot avoid <2m working, replaced every four hours.
7	Manufacturing Hangar	PPE distributors, specific allocation	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - No PPE is shared between employees. - Masks and gloves removed from distribution machines and distributed from Enablement Stores. - 2m marking tape applied to floors to identify 2m gap. - Additional signage installed on wall and floors identifying 2m separation requirement between employees. - Communications through signed training pack completed with all employees. - Surgical masks provided to employees that cannot avoid <2m working, replaced every four hours.
8	Manufacturing Hangar	Company Vehicles	Tooling/material/equipment contamination between users	<ul style="list-style-type: none"> - Cleaning fluids and paper provided to applicable areas. - All common contact points under increased cleaning regime by on-site contractor (CBRE). - Wipes provided by Facilities Management for local equipment cleaning, i.e. steering wheels. - Communications through signed training pack completed with all employees.
9	Manufacturing Hangar	Handover Areas	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Meetings held with a maximum of 5 people. Use of WebEx and Hangouts where possible. - Non-critical meetings cancelled across blue and white collar. - Communications through signed training pack completed with all employees. - 2m separation between employees during start / end of shift meeting, aided through pre-determined floor marking. - Team Coordinators sharing duties with Process Managers to allocate work in smaller groups. - Communications through signed training pack completed with all employees.
10	Manufacturing Hangar	People flows in reduced areas (corridors, stairs...)	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - One way pedestrian routes implemented. - Stairways made one way, routes communicated with teams locally. - Signage implemented on pedestrian / traffic flows to be observed. - Pinch points observed by Leadership Team and solutions implemented. - Additional open gates (manned by Security) installed to avoid use of turnstiles during shift change into car park. - Communications through signed training pack completed with all employees. - Painted white dots applied every 2m for 10m leading up to entrances, and turnstiles.
11	Manufacturing Hangar	Lunch area	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Defined canteen / social areas for teams across the site. - Table seating reduced from 4 per table to 1. - Additional break areas implemented where canteen space is too small, i.e. Innovation Space becomes breakout. - Food outlets upgraded to one way systems, reduced menu to avoid waiting times, separate entrance and exits. - Break times split for employees reducing numbers using facilities concurrently.

19 Point Checklist (Page 3 of 4)

#	Area	Category	Associated Health & Safety Risk	Implemented measure
12	Manufacturing Hangar	Collective water supplies / fountains	Tooling/material/equipment contamination between users	<ul style="list-style-type: none"> - Water fountains closed. Water dispensers remain open with increased cleaning regime by on-site Contractor (CBRE). - Plastic / paper cups stored on the water dispensers removed. Bring your own bottle / cup implemented. - Communications through signed training pack completed with all employees. Washing hands incl. in comms campaign. - 2m distance tape applied around perimeter of water supplies, vending machines and microwaves.
13	Manufacturing Hangar	Production group offices	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Employees able to work from home working remotely. Daily check ins with direct Manager. - Red and blue teams implemented across site. - 2m separation between occupied office desks. - Cleaning fluid and paper provided and guidance provided on cleaning routine for desks. - Fire Marshall and First Aider information updated locally. - Where segregation not possible, employees relocated to un-occupied West Factory. - Additional intervention process implemented for white and blue collar crossover. - Where two exit / entry points exist, one way systems, sign posted, employed. Map of pedestrian routes on entry.
14	Manufacturing Hangar	Meeting / emergency points	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - 2m separation between employees whilst walking through facility. - Increased awareness through communication campaign. - Communications through signed training pack completed with all employees. - Emergency points communicated to teams that have relocated.
15	Station	Start of shift / SQCDP board / Production routines / Shift hand-over	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Meetings held with a maximum of 5 people. Use of WebEx and Hangouts where possible. - Non-critical meetings cancelled across blue and white collar. - Communications through signed training pack completed with all employees. - 2m separation between employees during start / end of shift meeting, aided through pre-determined floor marking. - Team Coordinators sharing duties with Process Managers to allocate work in smaller groups.
16	Station	Simultaneous operations in the same area with less 2m.	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Employees asked to highlight tasks that are within 2 meters to local Management then addressed with priority. - WCT re-planned where possible. Cycle times increased. - Where >2 employees within close contact, i.e. 2 man lift, PPE provided. - Bespoke perspex screens in place to segregate unavoided <2m distanced work packages.
17	Station	Operations executed by several operators with less than 2m but which could be done individually	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Employees asked to highlight tasks that are within 2 meters to local Management then addressed with priority. - WCT re-planned where possible. Cycle times increased. - Where >2 employees within close contact, i.e. electrical harness and hydraulic installation, masks provided. - Bespoke perspex screens in place to segregate unavoided <2m distanced work packages.
18	Station	Co-working (Not technically possible to perform the work with 1 person and less than 2m)	People 2m apart (direct contamination)	<ul style="list-style-type: none"> - Employees asked to highlight tasks that are within 2 meters to local Management then addressed with priority. - WCT re-planned where possible. Cycle times increased. - Where >2 employees within close contact, i.e. rib setting, PPE provided. - Bespoke perspex screens in place to segregate unavoided <2m distanced work packages.

19 Point Checklist (Page 4 of 4)

#	Area	Category	Associated Health & Safety Risk	Implemented measure
19	Station	Confined space with complex accesses (tanks)	Tooling/material/equipment contamination between users	<ul style="list-style-type: none"> - Stop, call wait process put in place to review safety measures. - WCT re-planned where possible. Cycle times increased. - In tank working with multiple Operators eliminated within the same bay / direct open contact, i.e. rib openings. - Bespoke Perspex screens in place to segregate unavoided <2m distanced work packages.

10 Point Daily Confirmation

<p>Green: Station assessed, no specific action necessary, or Specific action implemented as per Checklist recommendation (ref ME2006932). Amber: Station assessed, mitigations actions necessary and implementation date defined. Area Closed Red: Station not assessed or, station assessed but mitigation actions necessary & implementation date not defined. Area Closed</p>					
Location:		Date:			
POINT	CRITERIA	REACTION RULES	RAG CONDITION	WHERE OBSERVED	COMMENTS ON CONDITION
1	Observe following is being adhered: Clock-in / Clock-out People >2m apart, where possible	Reinforce communication with the individuals.			
2	Observe following is being adhered: Break / Social Areas People >2m apart, where possible and inline with local time and segregation rules	Reinforce communication with the individuals.			
3	Observe following is being adhered: Changing Rooms / Locker Areas People >2m apart, where possible	Reinforce communication with the individuals.			
4	Observe following is being adhered: Toilets / Hand Washing Area People >2m apart, where possible	Reinforce communication with the individuals.			
5	Observe following is being adhered: Gloves being used by to avoid tooling/material/equipment contamination between users	Stop individuals - tell them to go and wash hands and obtain correct gloves. Reinforce communications.			
6	Observe following is being adhered: Bottleneck Areas (Corridors, stairs..) People >2m apart, where possible	Reinforce communication with the individuals.			
7	Observe following is being adhered: Co-working Operations respecting People >2m apart, where possible (if not possible then correct PPE is being worn)	Stop Activity. Reinforce communication with the individuals in line with Flash Alert.			
8	Ensure correct number of Fire Marshals and First Aiders present for Business Compliance	Resource redeployment across CDT to maintain coverage.			
9	Observe following is being adhered: Certification by Operators People >2m apart, where possible	Stop Activity. Reinforce communication with the individuals in line with Flash Alert.			
10	Observe following is being adhered: Site Intervention Process for Zonal and Shift Movements	All inter-shift / inter-zonal support to report to PoC and follow Sign-in Process			
Score / %					
Sign Off	Process Manager				
	Trade Union Safety Rep.				

Management Control Status (Results for Illustration Purposes)

STOP POINT	CRITERIA OK/NON OK	REACTION RULES	20/04/2020			21/04/2020					
			AM	PM	NS	AM	PM	NS			
1	Observe following is being adhered: Clock-in / Clock-out People >2m apart, where possible	Reinforce communication with the individuals.	2	2	2	1	1	2			
2	Observe following is being adhered: Break / Social Areas People >2m apart, where possible and inline with local time and segregation rules	Reinforce communication with the individuals.	2	2	2	2	2	2			
3	Observe following is being adhered: Changing Rooms / Locker Areas People >2m apart, where possible	Reinforce communication with the individuals.	2	2	2	2	1	2			
4	Observe following is being adhered: Toilets / Handwashing Area People >2m apart, where possible	Reinforce communication with the individuals.	2	2	2	2	2	2			
5	Observe following is being adhered: Gloves being used by to avoid tooling/material/equipment contamination between users	Stop individuals - tell them to go and wash hands and obtain correct gloves. Reinforce communications.	1	2	2	2	2	2			
6	Observe following is being adhered: Bottleneck Areas (Corridors, stairs..) People >2m apart, where possible	Reinforce communication with the individuals.	1	1	2	2	1	1			
7	Observe following is being adhered: Co-working Operations respecting People >2m apart, where possible (if not possible then correct PPE is being	Stop Activity. Reinforce communication with the individuals in line with Flash Alert.	2	2	2	2	1	2			
8	Ensure correct number of Fire Marshalls and First Aiders present for Business Compliance	Resource redeployment across CDT to maintain coverage.	2	2	2	2	2	2			
9	Observe following is being adhered: Certification by Operators People >2m apart, where possible	Stop Activity. Reinforce communication with the individuals in line with Flash Alert.	2	2	2	2	2	2			
10	Observe following is being adhered: Site Intervention Process for Zonal and Shift Movements	All inter-shift / inter-zonal support to report to PoC and follow Sign-in Process	2	2	2	2	2	2			
			Score / %			90%	95%	100%	95%	80%	95%

Examples of Implemented Measures – Segregation Lines and One Way



2m yellow line marking used consistency across site on clock machines, water dispensers, vending machines etc.



One way systems implemented using standard highway code signage on stairways and entry / exit doors.

Examples of Implemented Measures – Floor Marking



Painted white dots on external pathways every 2m. Internal walkways have white stickers.

Pre-defined standing points for start and end of shift team meetings.

Examples of Implemented Measures – Toilet Facilities



Toilets within 2m made out of use. Additional Toilets and Wash facilities where internal toilets are reduced in numbers.

Examples of Implemented Measures - Lockers



Temporary marquees installed with overflow of lockers where internal locker spaces are too close in proximity.



Lockers spaced >2m internally and neighboring lockers are for opposite shifts.

Examples of Implemented Measures – Perspex Screens



Perspex screen used where less than 2m interaction expected.

Examples of Implemented Measures – Desks and Meeting Rooms



Cleaning fluid and paper provided in all meeting rooms and offices for self cleaning (in addition to sub-contracted cleaning regimes).

Red and green ticks installed at approved seating positions to ensure 2m segregation. Applied to office spaces too.

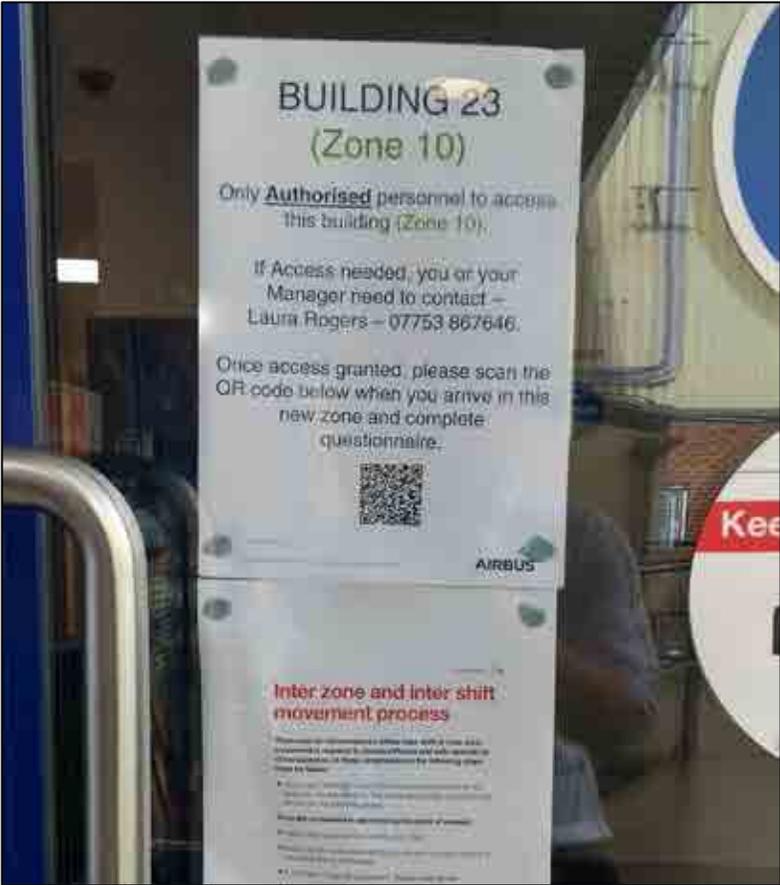
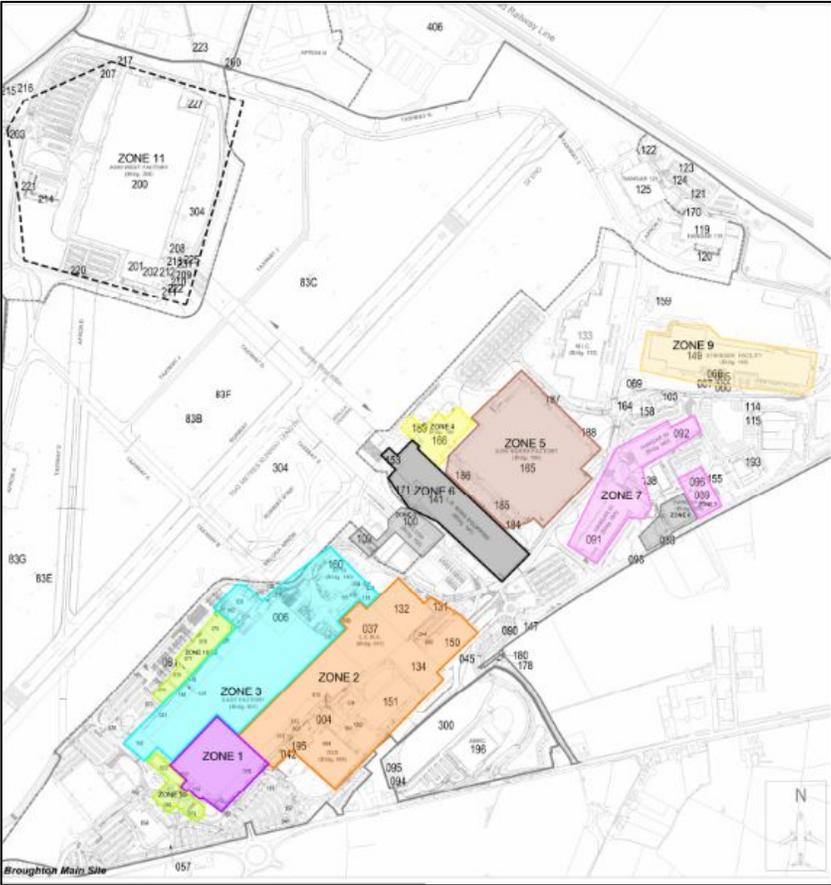


Red and Blue teams (opposite shifts) implemented using different desks greater than 2m apart. Highlighted labelling marking desk allocation to shift.



Closure of meeting rooms with more than 5 person capacity.

Examples of Implemented Measures – Zonal Working

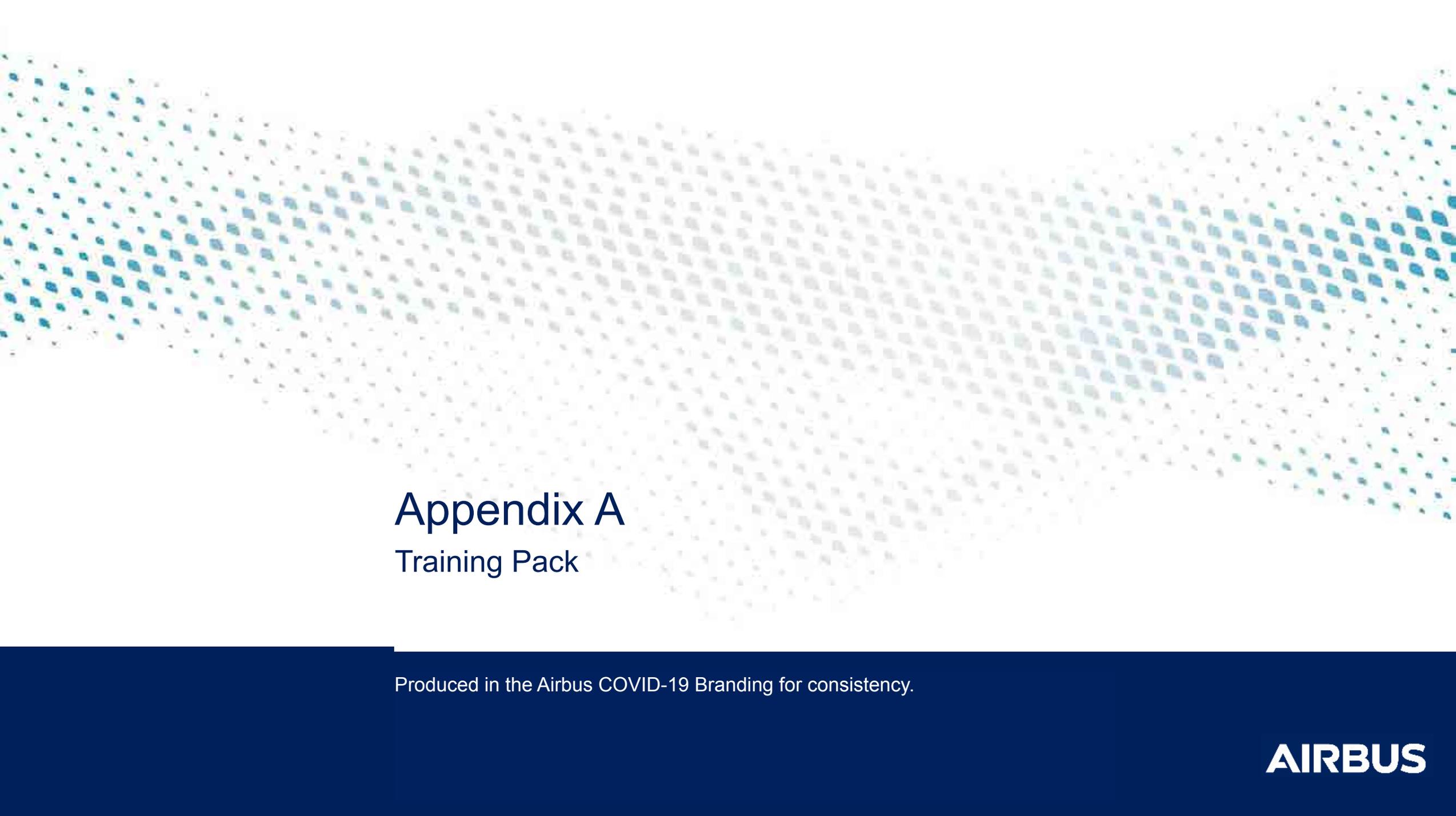


Car parks, toilets, canteens, offices and manufacturing areas zoned. Intervention process via digital barcode for tracking cross zone movements.

Examples of Implemented Measures – Break Area



Chairs removed where possible. Where fixed, same standard of green ticks and red crosses identifying suitable seating location.



Appendix A

Training Pack

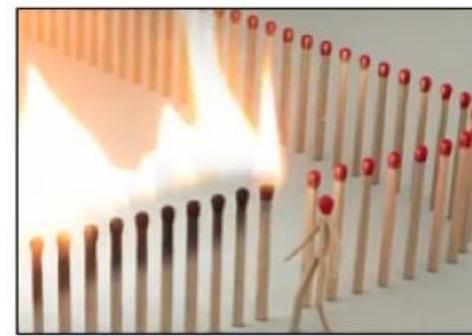
Produced in the Airbus COVID-19 Branding for consistency.

AIRBUS

War on COVID-19

What you must do to help

Why are we doing this?



Everybody in a workplace or who travels to and from work has a personal and legal responsibility to comply with the 2 metre requirement to ensure that the risk of transmission of coronavirus is reduced.

That means changing the way we do some things. For this reason a number of measures have been rolled out, based on advice from UK Government, Public Health England/Wales and more recently law being passed in Wales, to help stop the spread of COVID-19. This includes dedicated working zones, social distancing measures in welfare and canteen facilities, increased signage and markings. There is also a process which must be followed where inter zone and inter shift movement cannot be avoided, which is detailed on pages 18 and 19 of this pack.

As a manager it is your responsibility to share this information with your direct team, proximity team and any contractors you are responsible for, and make sure it is understood. This pack includes sign off sheets so you can track your cascade activity.

The steps we take will help us continue to protect your health and safety. This is our top priority.

This is why it's so important for you to read and understand this information so you are fully aware of what we are doing and why. In this time of global crisis we all have a responsibility to keep each other safe and we rely on your support.

Mandatory Rules to Keep you Safe

Please....

Respect social distancing when travelling to and from work.

Do not enter site earlier than 15 minutes before your shift start time.

Respect social distancing as you walk between the workplace and your mode of transport or exit point.

Respect social distancing whilst clocking in and out, respecting markings provided.

Respect the guidance on PPE.

Respect markings for 2m distancing on chairs and tables in break areas.

Respect social distancing between people in local changing areas and toilets.

Respect social distancing in smoking shelters.

Respect social distancing whilst washing hands, respecting markings provided.

Maintain 2m distance whilst walking through corridors, stairs and communal areas.

Ensure minimum 2m gap between all office-based employees.

Respect social distancing during all communications cascades.

3 Respect social distancing during all meetings.

Travel to work

According to government guidelines, if you are travelling to your workplace you will still need to observe the social distancing guidance as far as is practical.

For this reason, there are new car sharing measures at security barriers – only cars with one driver and no passengers are allowed to enter the sites. This reflects the social distancing guidelines which state you must still follow the social distancing guidelines when travelling to and from work. There are very few vehicles where the 2 metres distance can be achieved therefore, if you have previously been part of a car share, please review this. If you believe you are an exception to the Government rules please raise this with your line manager in the first instance. Please be aware, you may be stopped by the Police on your way to/from work if you are not compliant.

Entering the site

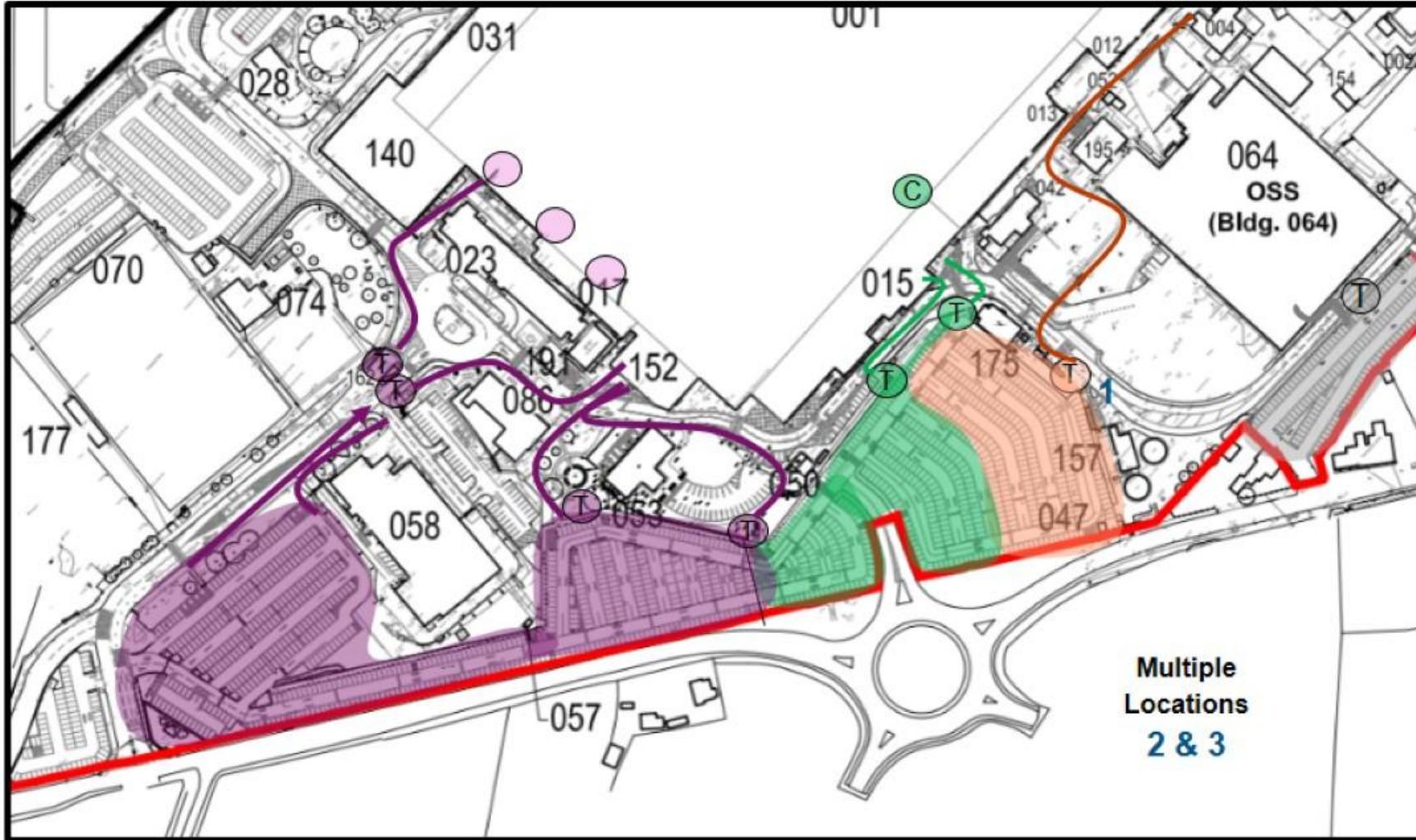
Please don't enter site earlier than 15 minutes before your shift start time.

If you do arrive at site earlier than 15 minutes before your shift start time, please REMAIN IN YOUR CAR until 15 minutes before your shift start.

The shift times and traffic lights around the site have been adjusted to support this rule. You will also be given a designated car park, turnstile and clocking machine to use which are shown on the next 2 pages.

When getting in or out of your car please ensure there is a 2m distance between you and others, it is completely acceptable to wait to make this possible.

Designated Car Parking – East



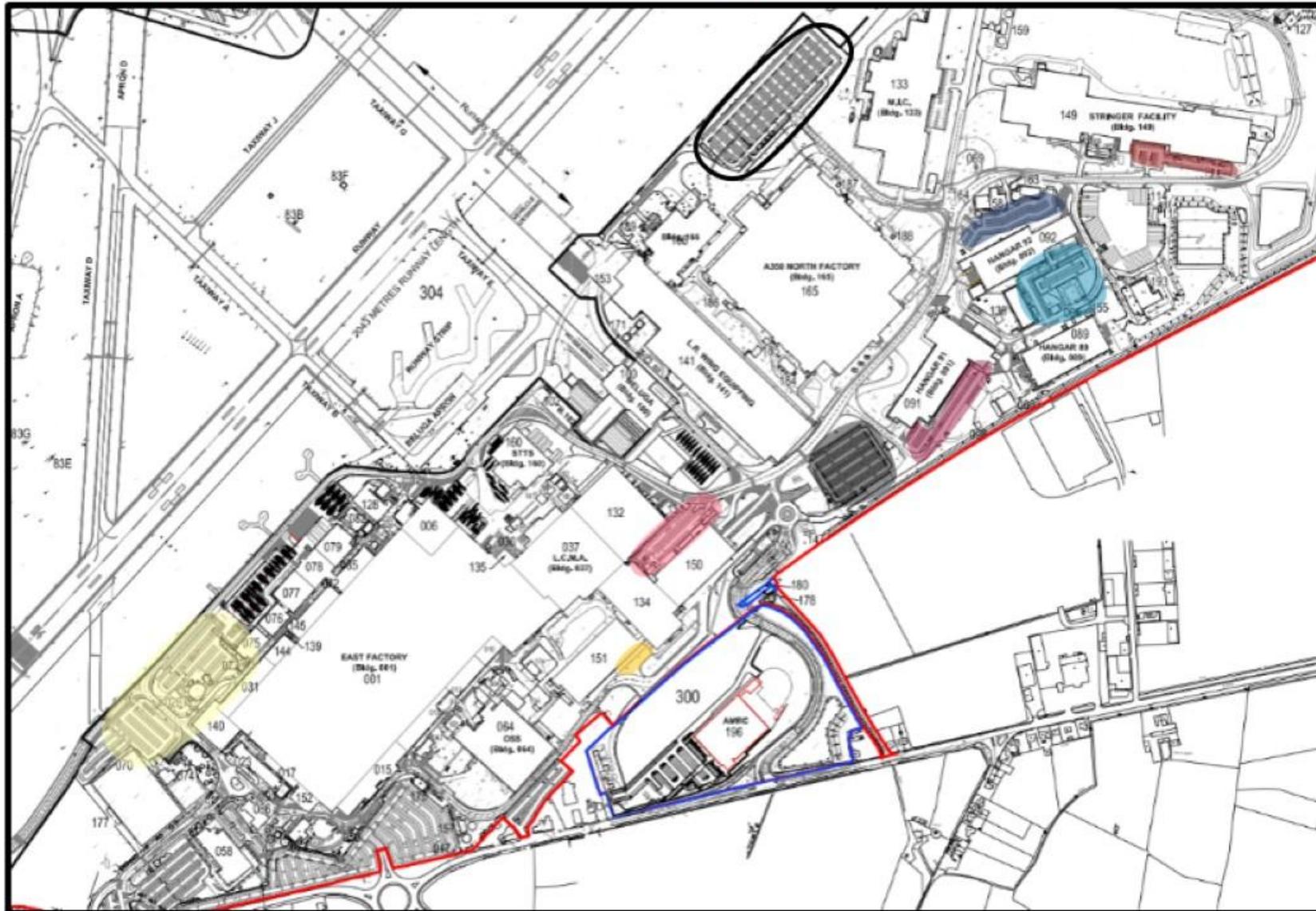
Purple – SA Conventional
Entry – Costa Entrance
Clock Machine – South wall (Costa entrance)

Green – A330 & Step Change
Entry – Surgery
Clock Machine – East Wall (next to 01a)

Amber – PAC
Entry – East Road
Clock Machine – PAC

Grey – K&N
Entry – B64 Outer East Road
Clock Machine – B64

Designated Car Parking – Site



- Yellow – Stage 02**
 Entry – West Wall
 Clock Machine – West Wall (off west road)
- Pink – LCM**
 Entry – LCM x2 Doors
 Clock Machine – LCM
- Orange – LCM**
 Entry – Creep Form
 Clock Machine – Creep Form
- Black – Site 5**
 Entry – Site 5 entrance South Wall
 Clock Machine – Site 5 entrance South Wall
- Maroon – H91**
 Entry – H91 East Entrance
 Clock Machine – H91 East Entrance
- Turquoise – H92**
 Entry – H92 South Entrance
 Clock Machine – H92 South Entrance
- Navy – Safety Box**
 Entry – Safety Box & Training Rooms
 Clock Machine – As above
- Brown – SMC B149**
 Entry – B149 South Entrance
 Clock Machine – B149 South Entrance
- White – North Factory & B166**
 Entry – North Entrance & B166 East
 Clock Machine – North Entrance & B166 East

Walking to the Workplace and Clocking In & Out

Please respect 2 metre social distancing as you walk between the workplace and your mode of transport or exit point and whilst clocking.

Social distancing is a 2 metre gap between you and everyone else AT ALL TIMES. It's nothing personal but is a simple way we can protect each other.

You will notice floor markings to remind you of the 2 metre distance.



Working in production areas

There have been a number of changes in production areas, aligned to the guidelines to help protect employees. Some things you will notice:

Updates to Work Content Trackers and workflow to enable 2m social distancing.

Changes to TCC and stores areas to ensure social distancing and safe sharing of tools.

Additional PPE may be required in some situations, details are on the next slide.

PPE

IT IS IMPORTANT THAT WHILST UNDER TAKING ANY ACTIVITIES WITHIN THE WORKPLACE ALL PPE REQUIRMENTS MUST BE MET.

YOUR BUSINESS AREA PPE ASSESSMENT WILL GIVE YOU THE REQUIRMENTS TO BE MET IN LINE WITH ALL RELEVANT COSHH AND RISK ASSESSMNTS

Airbus PPE/RPE Assessment

Ref: LCM0PPE-018

Department: Large Component Manufacturing

Airbus representative: Steve Burnett & Charles Corradine

Assessment date: 10.02.20

CEP representative: Alan Hughes

Site Minimum Mandatory Safety Equipment Requirements



1. Eye protection must be worn in all production areas
2. Safety footwear must be worn in all production areas
3. Hearing protection must be worn where identified in LCM production areas
4. PPE work wear must be worn in all production areas
5. Disposable nitrile gloves to be worn when using hand held powered tools
6. Single design cotton gloves must not be used as personal protective equipment and should only be used as a liner glove (i.e. worn beneath another glove which is the correct size and close fitting). To avoid entanglement this type of glove must not be used when using moving machinery or rotating equipment.

Please note: When a product is highlighted in orange this denotes that it is optional not mandatory

Drilling metal components in situ (Refer to COSHH Assessment 188 & Noise Survey AB_BRO_12_001)	User User and persons in near the vicinity.	Skin contact Eye contact Noise	Gloves – Evergrade (ref: 0204 or 0205). UVEX safety specs. Refer to departmental product listing. Refer to departmental noise survey and product listing.	Disposable nitrile gloves provide flexible and sensitive protection. Eye protection against projectiles. Refer to departmental Noise Survey.	
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Note: This is an example PPE Assessment, you can access the one for your task from your EHS Controller or Safety Corner.

➔ **Exception** ➔

Where 2m social distancing cannot be achieved:

In a very small number of cases, for example where employees have to work in confined space or in close proximity, the 2 metre rule cannot be respected. In these cases, and as per government rules, then a surgical mask (Blue Side Out) is required in addition to any measures highlighted in the local PPE Assessment.

As a minimum, hand PPE (disposable nitrile gloves) should be worn when carrying out practical work, especially where equipment and tooling is shared. Once gloves are removed put them in the bin and wash your hands.



Seating Areas

Please follow tick / cross signage to ensure social distancing between people in break areas.

Break times will be staggered where necessary to support this rule. The chairs and tables in break areas have also been marked as a guide.

It is important we remember when on our break we must continue to keep the social distance apart from our colleagues to help us keep each other as safe as possible.



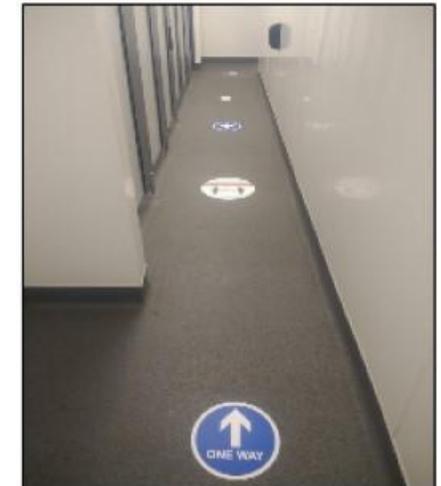
Changing Areas and Toilets

Please respect social distancing between people in local changing areas and toilets.

Locker rooms have been moved around where necessary and shared toilet/locker facilities will incorporate a one-way system if required to support this rule. In addition, some toilet facilities have been adapted to single occupancy.

If you have to wait to get changed for work or home please do so, it is vital we maintain social distance AT ALL TIMES.

Please be reassured, all working practices are being adapted to respect social distancing rules and this will mean some things don't start/end at the time they usually would. This is wholly acceptable given the situation and is not a problem.



Smoking Shelters

Please respect social distancing when using smoking shelters.

Smoking shelters have been modified and signage updated to enable 2 metre social distancing.

If you cannot stand 2 metres apart when in any smoking shelter, please stand outside in the immediate vicinity of the shelter so you can maintain at least a 2 metre social distance.

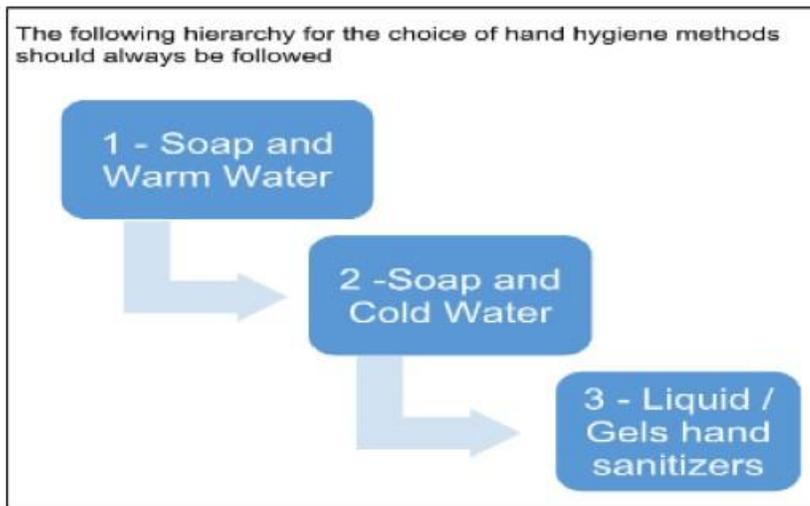


Personal Hygiene

Please respect social distancing whilst washing hands, respecting markings provided.

Extra hand washing facilitators and sanitisers have been fitted across the plant. There's also some markings showing a 2 metre distance from the washing facilities to the person waiting. There must also be 2m distance between you and the employee next to you.

Keep an eye on AirbuzzTV to see a video about effective handwashing techniques.



If you can't keep the 2m distance please wait to wash your hands, DO NOT JUST WALK AWAY.

Workplace Hygiene

To support the change in cleaning focus we are asking employees to self-clean their own work areas on a daily basis.

Office based:

- Self-clean your desk at least twice a day.
- Use only your own equipment (PC, Keyboards, pens etc).
- Remove all unnecessary items from your desk.
- Wash your hands before and after using shared equipment.

Shopfloor:

- Self clean your working area including wing structure e.g. internal wing bays, covers/panels etc once you have completed your work.
- Remove all unnecessary tooling and equipment from your area.
- Use your own equipment e.g pens, pencils rulers etc.
- When using shared equipment, wash your hands regularly and ensure all protection measures are in place.
- Avoid transmitting objects by direct physical contact; if unavoidable, clean objects first.

Stay Safe
Self-cleaning at Airbus

To support the change in cleaning focus we are asking employees to self-clean their own work areas on a daily basis. General cleaning materials have been provided at all workstations and departments. Please ensure that you use the correct cleaning products and methods to ensure the safety of the site and the health of your colleagues.

If you are unable to clean your area or do not have any general cleaning materials, please contact your local safety representative for assistance. High contact points are being cleaned regularly.

Guidance for employees

- General cleaning materials have been provided but you can bring in your own hygienic disinfectant gels and hygiene tissues (sanitised or disinfectant).
- Self-clean your desk at least twice per day.
- Remove all unnecessary items from your desk.
- Wash your hands before and after using shared equipment.
- Clean keyboards, phone, desk, and door handles several times per day especially when using shared equipment.
 - Only use your own equipment where possible.
 - Multiple users of the same equipment should clean equipment before and after use.
- Avoid transmitting objects by direct physical contact; if unavoidable, clean objects first.

The Airbus Management & Your Safety Team (M&S) is here to help you.

AIRBUS

War on COVID-19

Hands off!

Do not share Personal Protective Equipment (PPE) and put your gloves on at all times when sharing tools.

It's nothing personal.....

AIRBUS

On the Move

Keep at least a 2m distance whilst walking through corridors, stairs and communal areas.

Where it has been safe to do so, we have opened up transport routes to pedestrians and closed them to all vehicles at busy times during the shift. Some stairs have been temporarily marked as UP or DOWN only and walkways will be marked as ONE WAY to help us maintain social distance principles.

If it's not possible to keep social distance when using any corridors, stairs or communal areas, please wait to pass through.

At these unprecedented times, we must slow down and accept some things will take a little longer than usual. This is perfectly acceptable.



Desks

Office areas have been adapted to respect 2 metre social distancing rules.

If you share the office with other people please clean your workstation **twice a day** and try to limit the use of shared items such as phones. If you have to use shared equipment wash your hands after using the item.



Meeting room tables have been labelled with



and



and chairs removed to enable 2 metre distancing.



Communications Cascades / Start and End of Shift Meetings.

Please respect social distancing during all communications cascades.

If a group is too large to be able to practice social distancing then the communications MUST be split.

This can be done by using PMs and TCs and where required Safety Reps.

Social distancing should be respected at all times during these meetings.

Inter zone and Inter shift movement process

There may be circumstances where inter shift or inter zone movement is required to ensure efficient and safe operations of the business. In these circumstances the following steps must be taken:

1. You or your manager must inform the point of contact in the zone you are travelling to.

Once the movement is approved by the point of contact:

1. Wash your hands before leaving your zone.
2. Scan the QR code when you arrive in the new zone and complete the questionnaire.
3. If you need to handle equipment, please wear gloves.
4. When you return to your zone wash your hands again.
5. Limit interaction across shifts as much as possible.
6. Respect social distancing at all times.



Points of Contact per Zone



Zone	Operational Areas	Point of Contact
Zone 1 - Purple	a) SA01, 01A, B017 b) B152 c) B015	a) Gavin Williams 07793905411/ Lynn Fagan 07515297835 / Ian Doughty (nights) 07580984088 b) Bernie Curd 07715547057 c) Beth Owen 07791253545 / Jack Gannon 07860411026 / Night shift PM
Zone 2 - Orange	a) LR01 b) B64, c) PAC, LCM, Lab	a) Gary Keenan (red) 07793905420 / Sean Lea (blue) 07891173067 / Devon Sumner (days) 07814528208 b) Jamie Tilston 07793904603 c) Beth Owen 07791253545 / Jack Gannon 07860411026 / Night shift PM
Zone 3 - Turquoise	a) SA02, B160, B31 b) SASC	a) Jo Price 07515297973 / Adam Gilburd 07793905498 b) Mark Edwards 07794278350 / Dave Rowland (nights) 07793905081
Zone 4 - Yellow	B166	Ian Porter 07753867475 / Jack Gannon 07860411026
Zone 5 - Brown	B165 / B184/B185/B186	Paul Smith 07793905138 / Des Middleton 07768036516
Zone 6 - Black	B141, B153, B171	Ian Porter 07753867475 / Jack Gannon 07860411026
Zone 7 - Pink	a) H91, H92 b) B158	a) Emma-Louise Porter 07807469888 / Geoff Short 07753867847 b) Chris Burke 07816607082
Zone 8 - Grey	a) H89 (transport), B88 b) H89 (ASTG), B96 c) B100, B102	a) Simon Davies 07772817452 b) Mike Dunphy 07710030986 c) John Robinson 07896936067
Zone 9 - Cream	B149, B65,B66,B67,B68	Beth Owen 07791253545 / Tim Shaw 07557592441 / Night shift PM
Zone 10 - Lime	a) B86, B23 b) B53 c) H75 d) H76 e) H77/78 f) H79	a) Laura Rogers 07753867646 b) Cathy Williams 07753867357 / Russ Pritchard 07793904468 c) Gareth Urquhart 07794240516 d) Martin Evans 07753867484 e) Lee Martin 07793906090 f) Steve Rogers 07964112208
Zone 11 - West	200	Brendan Hennessy 07809597131

Digital Thermometers

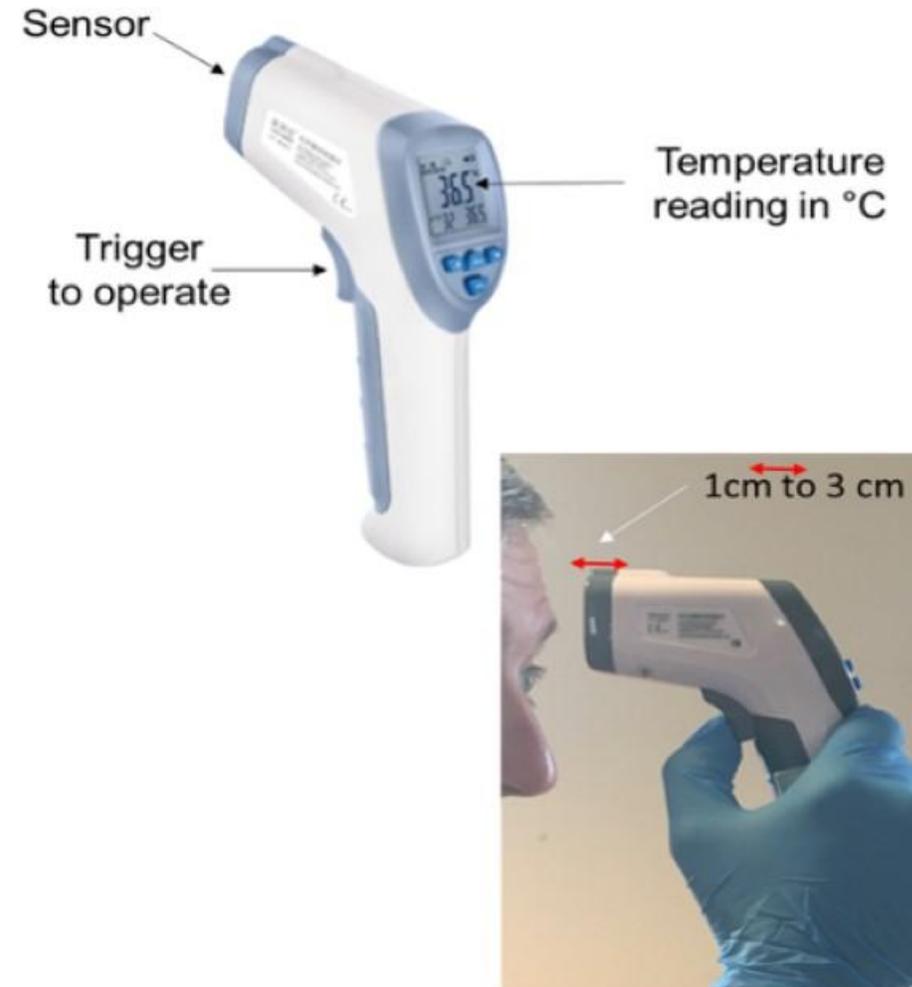
Digital thermometers are now available in all business areas. They should be used if an employee starts to feel unwell. Employees should check their temperature twice a day at home as part of their own routine.

Process to use Airbus Digital Thermometer

- Employee requests the use of thermometer to Line Manager.
- Line manager makes thermometer (in box), a nitrile glove and antiseptic wipes* available to the employee maintaining a 2m distance from employee.
- Employee puts on the glove, wipes the thermometer with an antiseptic wipe*, takes a temperature reading with digital thermometer following the guidelines in appendix 1.
- The thermometer should be held 1cm to 3cm (approximately 1 inch) from the forehead and the trigger pulled to take the reading. The thermometer does not need to be turned on as pulling the trigger will activate the device. A beep will indicate a reading has been taken.
- When finished employee wipes the thermometer with an antiseptic wipe* and returns it to the manager in its box maintaining a 2m distance from the manager.
- Manager wearing a nitrile glove returns thermometer to secure location.
- If employee has a temperature at or above 37.5°C the manager should enact the existing guidelines for dealing with a suspected case of Covid19 shown in appendix 2.

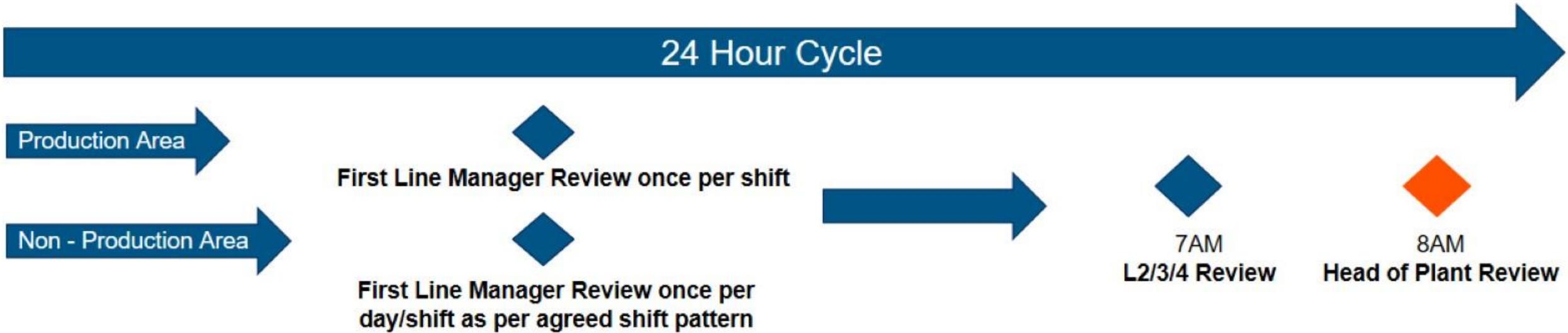
*If no antiseptic wipes are available then use a clean cloth or paper towel with disinfectant spray but spray onto the cloth then clean rather than spray directly onto the device.

The above is an extract from guidance for digital thermometer use. See the speaker notes for the link to the documentation.



10 Point Checklist Routine - To be completed every shift

All areas have been provided with a 10 point checklist to be completed each shift/day to ensure the area is compliant with the measures which have been implemented. As a manager you have a role to play in this process:



Golden Rules

- First line manager and local TU safety rep to sign off checklist per shift or per day
- Leaders to validate and upload / scan signed checklist into plant covid 19 shared drive by 7.30 am daily
 - Leaders to submit scores electronically for long-term traceability
- All checklists must be completed in full and any red conditions must be rectified to ensure the area is compliant

Please note: All checklists will travel off-site and be subject to external audit

EASA Part 21G - Airbus regulatory compliance

Even in this difficult situation, Airbus **must** remain compliant to EASA regulations for a Production Organisation Approval (PART 21G)

- Airbus (Internal) Audits will continue, respecting COVID-19 constraints
- Responsibilities of Certifying Staff continue as normal
 - L1 - Approved Operators
 - L2 - Primary Operators
- Control of processes
 - Follow process instructions
 - Timely certification (stamping)
- Control of tools / materials
 - Stop / fix “Out of Life Tools”
 - Strong focus on re-torque
 - Chemicals / Sealant in date

Produce a conforming product (wing) that is safe to operate

Questions/Concerns

If you have any questions or concerns regarding anything in this presentation please speak up and seek further advice and guidance from your manager.

If you see anything you are concerned about STOP, Call and Wait, you can raise a near miss in FISH for action to be taken.

As you know, we are working in unprecedented times and we really need everyone to fight the war on COVID-19 at work AND at home so please do apply these principles inside and outside of Airbus. Apply them everywhere at all times.

Covid-19 is an invisible enemy and even if you are not affected, you could be spreading germs without even realising.

This topic is so important we urge you all to comply with these guidelines. In these difficult times, the only thing we want you to spread is kindness!

Thank you