

# HC Factory Covid 19 Action Plan S\*A\*P\*S

**S**anitise

**A**wareness

**P**pe

**S**ocial distancing

# HC Factory

- ▶ Covid 19 is here and its real -Home Concept Factory is committed to ensure our staff and customers are looked after in the current crisis.
- ▶ HC have implemented in line with Governments guidelines the following steps to assist with our staff's safety.
- ▶ On arrival - staff will not be allowed to gather in groups of no more than 8.
- ▶ All staff must sanitise before entering the factory- buckets filled with hot water and hand wash soap will be placed at the entrance to our factory.
- ▶ Moving through the factory entrance each member on duty will undergo a temperature scan.
- ▶ Any member with a reading higher than 37,8 will need to return home- seek medical attention/ get tested.
- ▶ Staff who do not have a fever will sanitise their hands and proceed through the clock in station.
- ▶ Masks and surgical gloves will be worn at all times.
- ▶ Staggered tea and lunch breaks will be scheduled to avoid large groups in the canteen areas
- ▶ Sanitising of hands will take place before and after every break.
- ▶ Demarcated areas at the work stations and at the turnstile will assist with awareness on the social distance gap.



SAPS

# HC Factory

- ▶ Section meetings (8 or less staff) every morning will assist in creating awareness - with regards to life within and outside of the factory.
- ▶ Staff will be informed on recent changes and updates regarding the Covid 19 virus.
- ▶ All equipment and machines will be disinfected after every shift to ensure a hygienic healthy working environment.
- ▶ We would like to wish all our retail partners good health and a speedy economic recovery- we would also like to re-assure you of our support and confirm our commitment to being your best supplier.
- ▶ Take care Stay safe.



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