



# Appendix 7: COVID – 19 Contractor Requirements

## Purpose of document

This document defines the control measures to be implemented on when working with Tetra Pak on customer sites or at Tetra Pak sites.

## Introduction

When the COVID-19 virus spreads it is essential that suitable controls are put in place to minimise the risk of the virus spreading and to reduce the potential impact on the health our employees and business of any Covid-19 infections. Tetra Pak have three main control measures:

Our 3 defences against COVID-19 are:

 <p><b>1</b></p> <p>2 metres</p>	 <p><b>2</b></p>	 <p><b>3</b></p>
<p><b>DISTANCE</b></p> <p>Stay two metres apart</p>	<p><b>HYGIENE</b></p> <p>Wash your hands, wipe down surfaces, and wear a facemask if needed</p>	<p><b>MONITORING</b></p> <p>Stay at home and inform OHS and HR if you feel unwell</p>

**Thank you** for staying safe and helping us protect what's good



This document describes the controls to be followed when working with Tetra Pak on a customer site or at a Tetra Pak managed site.

This document provides you with an understanding of the controls implemented on a Tetra Pak work area and allow you to meet these requirements. Please read these carefully and ask your Tetra Pak contact should you have any questions.

Notes:

1. These rules are subject to change and suppliers should contact their Tetra Pak host to understand the latest controls.
2. Some countries where Tetra Pak sites are located have significantly lower levels of covid-19 infection and hence some of these controls are relaxed.

## Controls

The following controls will be introduced and enforced to protect all people working for Tetra Pak and to provide assurance for our customers:

<b>CONTROLS</b>
<p><b>Social distancing</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> A social distance rule of 2m will be implemented and maintained at the site.</li><li><input type="checkbox"/> Sites will implement measures to achieve the 2m rule for example:<ul style="list-style-type: none"><li>○ Moving workstations further apart if possible</li><li>○ Planning workfaces to keep occupancy low.</li></ul></li><li><input type="checkbox"/> Clear signage and communication will be used to ensure understanding of the 2m distance rule including floor marking in high traffic areas.</li><li><input type="checkbox"/> Use of stairs rather than lifts should be encouraged. Where lift usage is unavoidable then it must be limited to a max of two people at one time.</li><li><input type="checkbox"/> In the event an emergency (an accident or fire), people do not have to stay 2m apart if it would be unsafe.</li></ul>
<p><b>Use of desks/workstations</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> To allow effective cleaning all desks and workstations must be kept clear of personal items e.g. mugs, name tags etc (clean desk and non-personal desk policy).</li><li><input type="checkbox"/> Once a desk is chosen by a person then it shall not be used by any other person until such time as it has been professionally cleaned again (daily)</li><li><input type="checkbox"/> Employees and contractors must be encouraged to use their laptops and where available their own computer mouse.</li></ul>
<p><b>Meetings</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Face masks should be worn when entering or leaving meeting rooms but may be removed once a 2m distance to others is achieved.</li><li><input type="checkbox"/> Attendees must use the same chair/table for the whole meeting</li><li><input type="checkbox"/> Attendees will be encouraged to wash/sanitise their hands before and after meetings.</li><li><input type="checkbox"/> Large face to face meetings (&gt;10 people) should be avoided;</li><li><input type="checkbox"/> Meetings involving more than 20 people are not permitted.</li></ul>

### Face masks and safety glasses

- Face masks must be provided and used in line with local legal requirements, government guidance and strong cultural norms.
- Irrespective of any legal requirements a face mask must be worn when a safe distance of 2m from others cannot be maintained e.g. moving around the site/office
- A waste disposal method will be provided for used masks.
- The wearing of safety glasses is mandatory when working with Tetra Pak on a customer site.

### Hygiene controls

- Employees, contractors, visitors and delivery drivers are required to wash or sanitise their hands before entering the site.
- Avoid sharing of work equipment. Where this is not possible, a method to sanitise tools between users must be implemented.
- Maintain a high level of disinfection and deep cleaning in rest areas, workshops and office spaces.
- Maintain a supply of anti-viral materials such as disinfectant liquids, disinfectant wipes and hand sanitiser.
- Provide disinfection cloth/materials for employees to use to clean equipment such as mobile phones, desks, coffee machines etc. in shared areas
- Provide employees access to hand sanitiser.
- Office areas must be cleaned before the start of each day
- Desks must be cleaned before the start of each day
- Restaurant and kitchen areas must be disinfected daily and where required between sittings.
- Where necessary, provide a method for sanitising shared vehicles before and after use such as wiping with disinfectant wipes.

### Rest rooms and shared kitchen areas

- Occupancy of rest areas and kitchens must maintain the 2m separation.
- Face masks must be worn until people are sat >2m from others.
- Persons using rest areas and shared kitchen areas must be encouraged to wash their hands or use hand sanitiser before entry.
- Kitchen area users must be encouraged to wash cups and cutlery thoroughly before & after use. Use of sustainable single use paper cups and wood cutlery may be considered if correct washing of cups and cutlery cannot be maintained.

### Entry to & Exit from the site

- Sites will implement controls to ensure social distancing and monitoring during entry and exit to the site
- Where Tetra Pak is in control of the site, the temperature of all Tetra Pak employees and visitors, non-permanent contractors and truck drivers may take place. Anyone with a temperature above 37.3 C will be asked to leave the site.
- All visitors and contractors must wear a face mask if they enter the site.
- Records of entry and exit to the site will be kept.
- A list of countries/regions which Tetra Pak has classified as High risk will be displayed in offices and project sites. Any contractor who has travelled to one of these regions in the last 14 days will not be allowed entry to the site until further investigations can take place. A copy of this list is available on request.
- Where possible, manage the opening and off-loading of delivery trucks in such way that drivers do not exit their cabins

### Case Management

- Any confirmed or assumed positive cases of COVID-19 must be communicated to Tetra Pak if the person has visited the site in the previous 14 days.

## Expectations of Suppliers

Suppliers must:

- Communicate these requirements to your employees or sub-contractors who will work with Tetra Pak.
- Complete a Risk Assessment for the additional hazards from COVID-19, these being the inhalation of virus droplets and touching a contaminated surface and then touching the face.
- Ensure that facemasks, safety glasses, sanitisers and any other materials, identified by their risk assessment as necessary, are supplied to your employees.
- Manage work activities to ensure 2m social distancing. Where this is not possible, the use of face masks is mandatory.
- In the event of a confirmed or assumed case of COVID-19 or that a contractor employee is identified as a close contact of an assumed or positive case, the contractor must
  - Immediately inform Tetra Pak.
  - Follow the requirement of the local health/medical authorities

- Ensure the affected employee does not attend a Tetra Pak site for 14 days from last possible exposure unless a negative PCR test is returned on at least the 4<sup>th</sup> days after last exposure.

Issued by (Lead)	Andrew Jones – Corporate OHS Director
Approved by (Decide)	Corporate OHS Business Partners
Stakeholders (Participate)	Supplier Management PSE & Services Management Corporate OHS team
Process	Corporate OHS
ID:	Issue Date: 2020-6-19 - Version: [2.0]