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3Q6S Approach to Social Distancing

Control Techniques U79, Newtown

April 2020

CONTROL TECHNIQUES™

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1. Problem statement

- Control Techniques U79 manufacturing facility does not conform to 2 metre Social Distancing requirements laid out by the government to combat the spread of Covid-19 virus. Control Techniques has a social and legal responsibility to adapt to this for the protection of the workforce.
- The decision was taken to temporarily cease production on March the 24th at U79 where a cross functional team was set up to establish and implement social distancing legislation, so that production could re-start on April the 14th resuming normal production whilst assuring the protection and the well being of our employees.

2020

Second Hand Wash

Metre Distance

Zero Excuses

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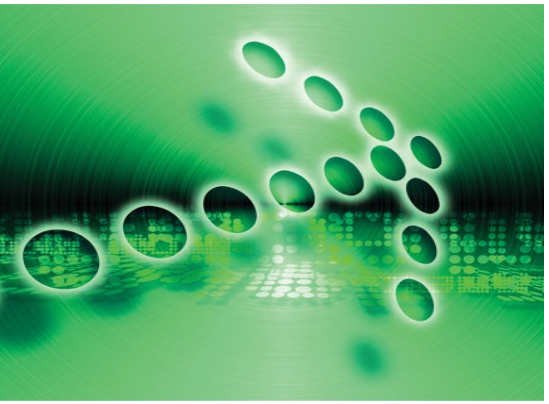
2. Key Strategy



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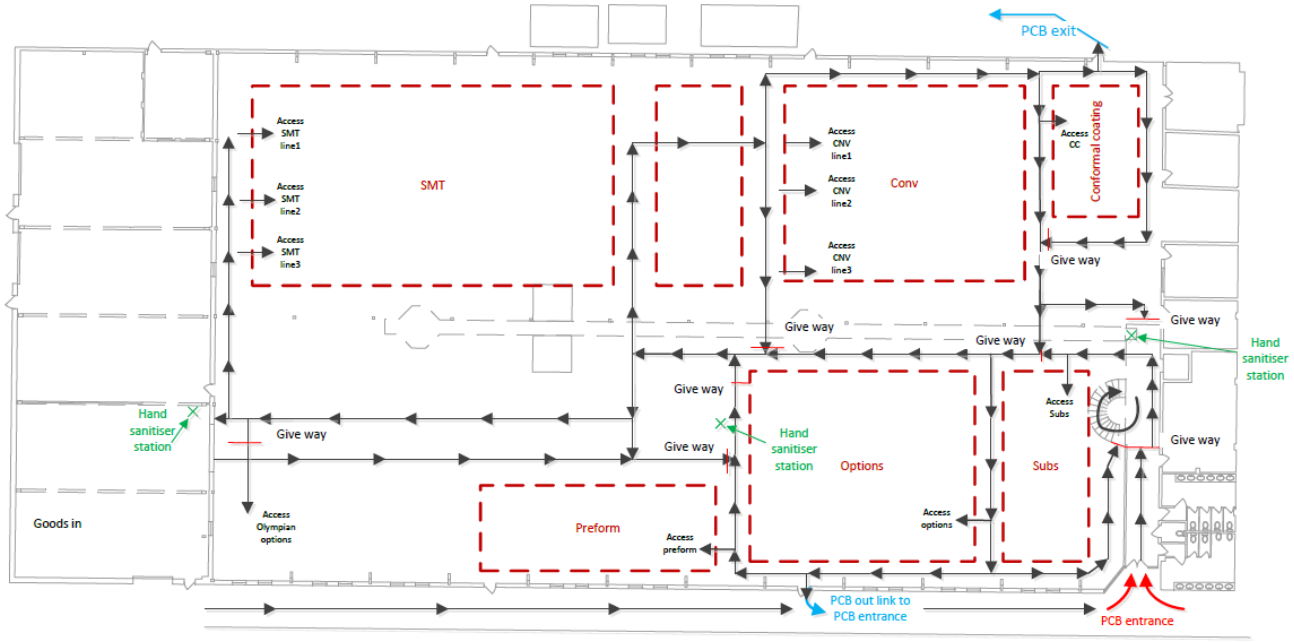
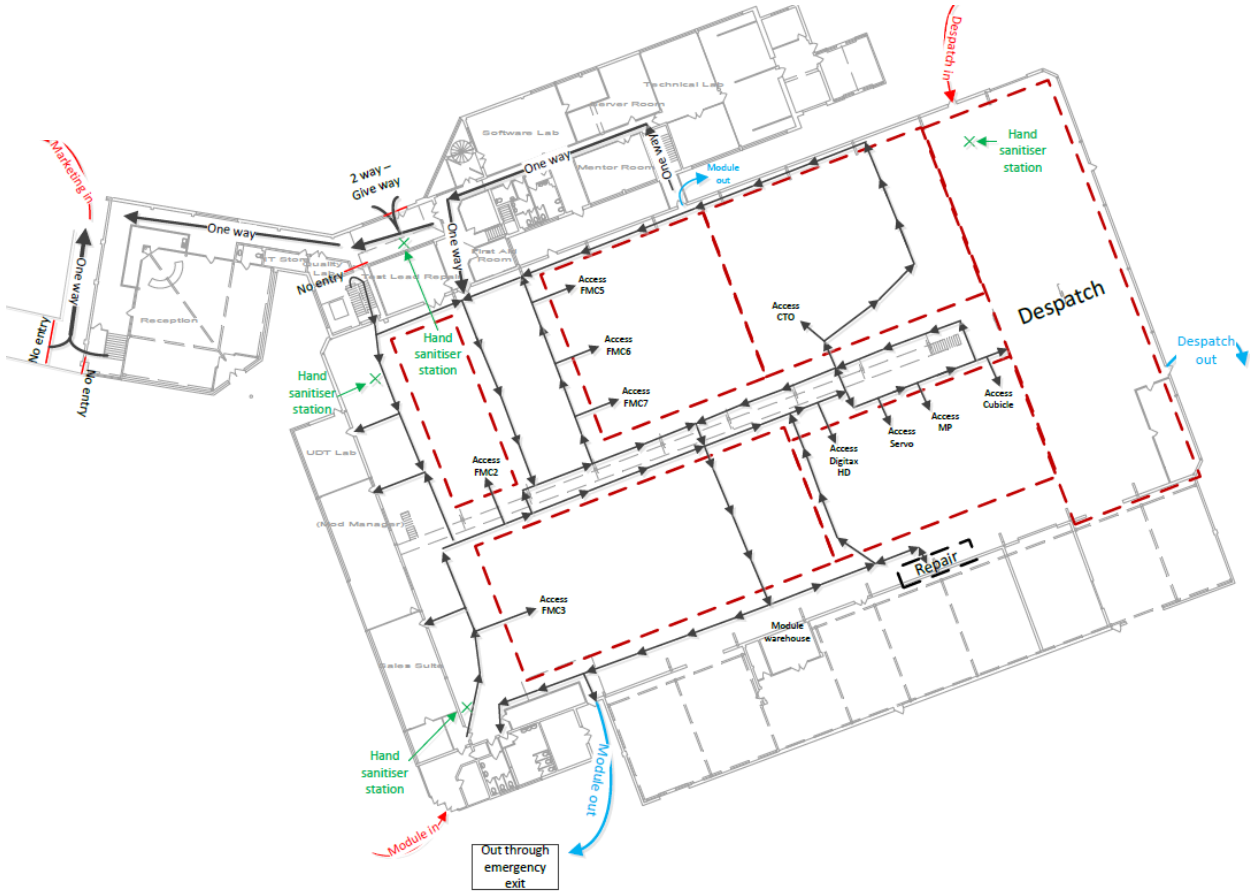
2.1 Key strategy: One way system



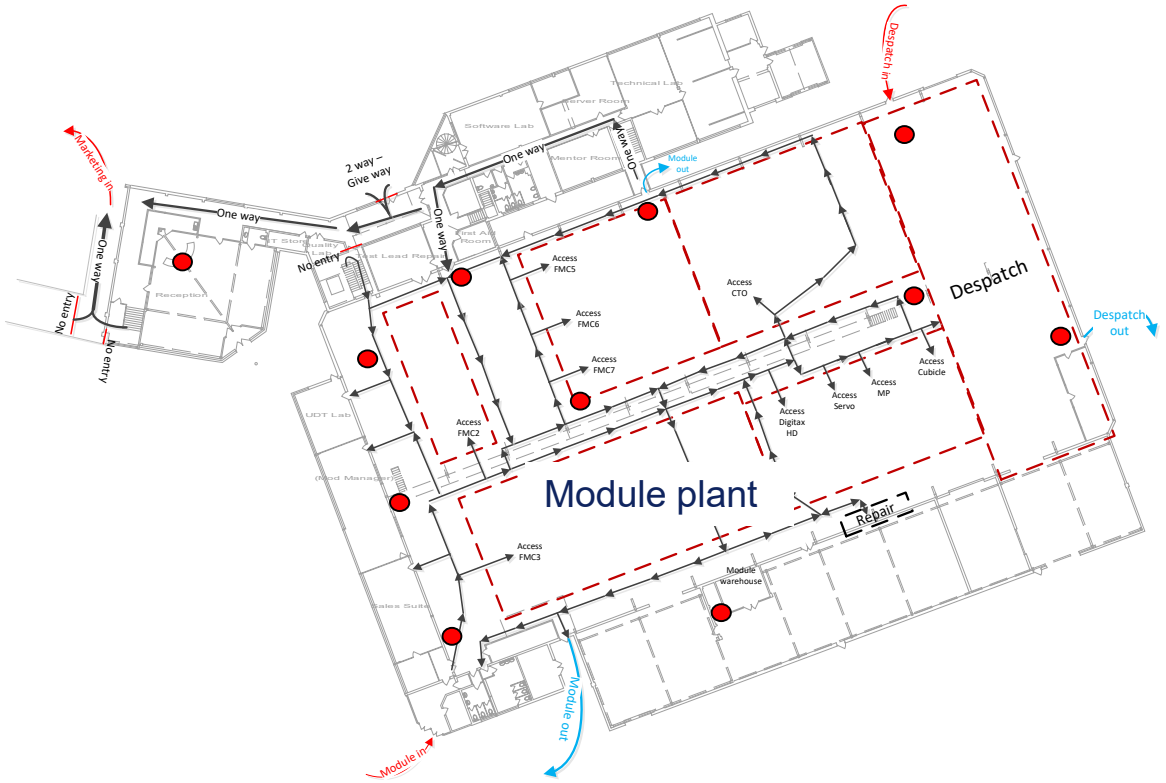


One way system on walkways and corridors introduced to create SD on all routes throughout site

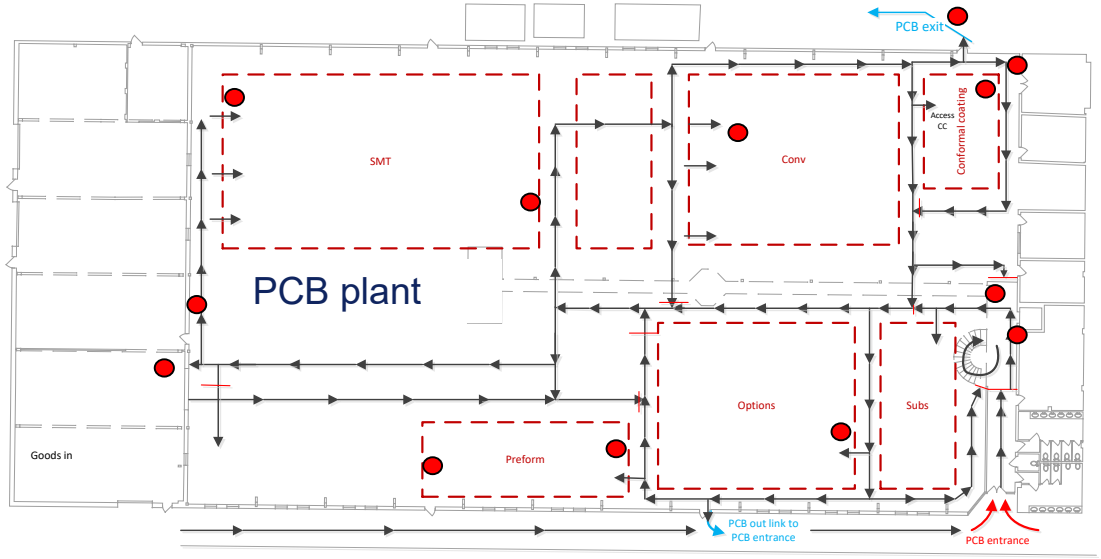
2.2 Key strategy: Work station definition

Visual separation of work stations to ensure 2 metre safe distancing is managed.
1 person per work area marked out on the floor

2.3 Key strategy: Hand sanitiser stations



- Hand sanitiser station



24 hand sanitiser stations have been installed across site to ensure that employees are able to clean hands regularly. Stations set on every entry / exit points and throughout the one way system

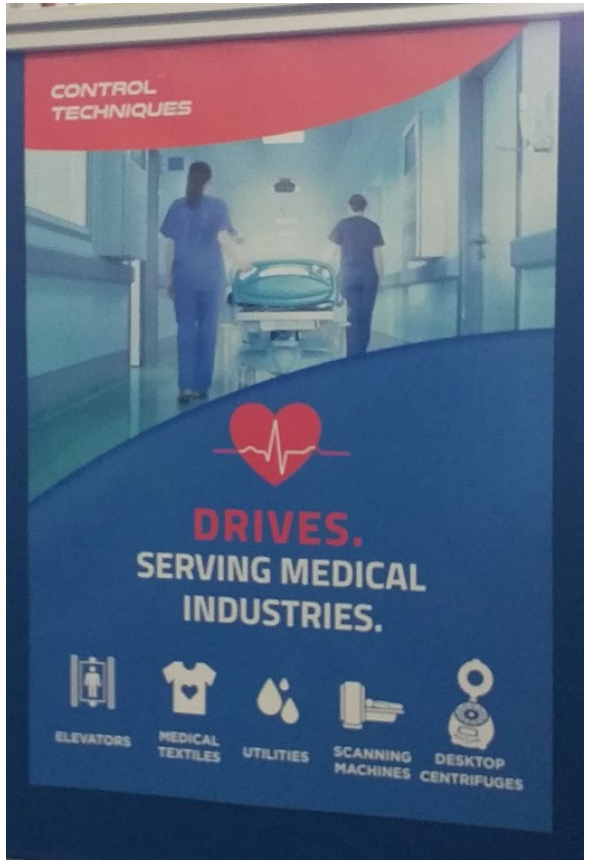
2.4 Key strategy: Break areas

Existing break areas have been segregated to observe 2 metre spacing. One way system adopted. Additional dining rooms have been created to maintain capacity. All break areas have cleaning stations to clean area after use

2.5 Key strategy: Screening

Where 2 metre social distancing cannot be observed from the walkway to workstation, screening has been put in place to protect employees

2.6 Key strategy: Communication



50 posters spread along the one way system to communicate how Control Techniques is contributing to essential services.

2.7 Key strategy: Inductions

Induction process

- Key points from government advice explained
- Arriving on site –
  - What to do
  - Where to go
- Explanation of working hours and break times
- Tour of site -
  - One way routes
  - Workstation changes & rules
  - Welfare facilities
  - First aid
- End of shift –
  - Cleaning requirements
  - How to leave site
- Signature of acknowledgement

All returning staff taken through onsite induction process to communicate changes, expectations and answer any questions

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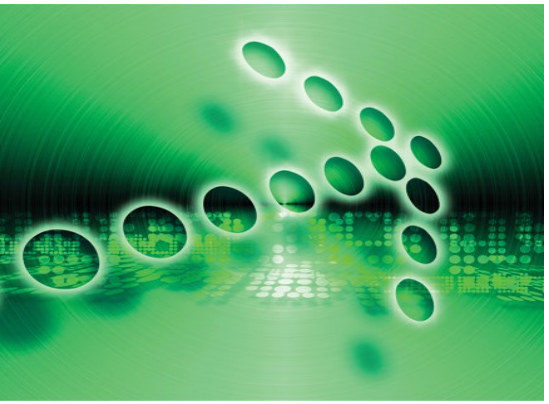
3. Strategy detail

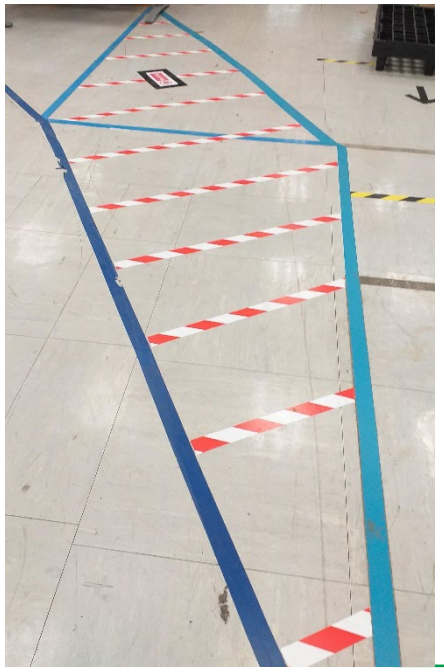


CONTROL TECHNIQUES™

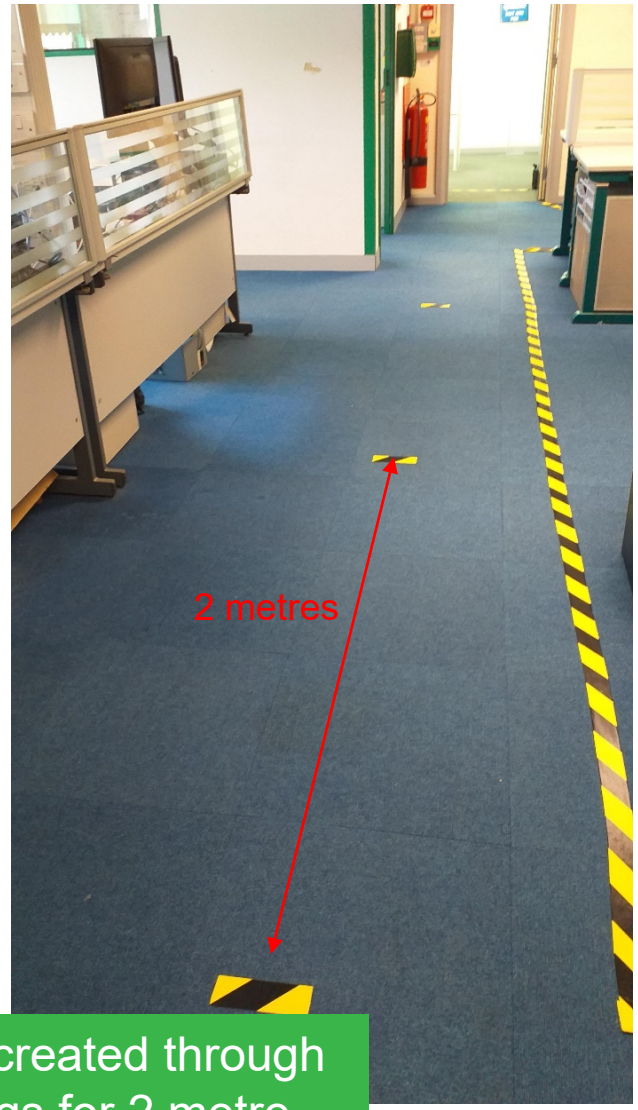
3.1 Strategy detail: One way system

One way routing through factory visually controlled with direction marking

No entry routes and ‘no go’ zones identified to enforce social distancing



3.1 Strategy detail: One way system

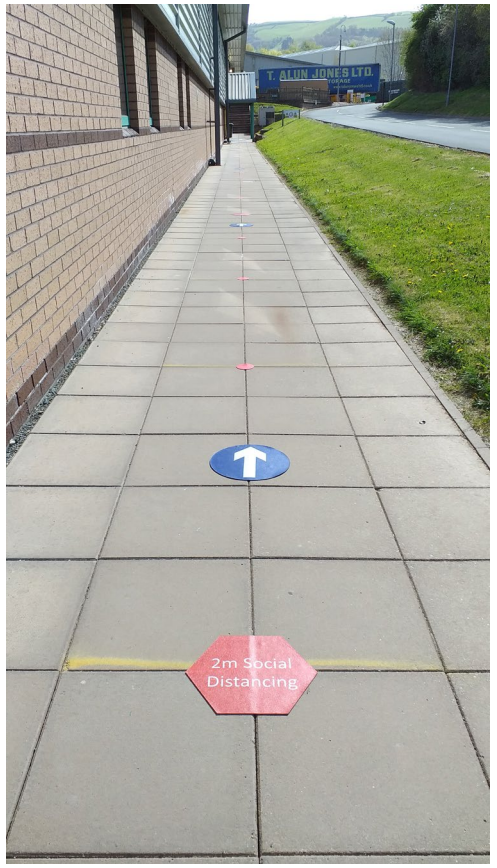


Curved mirrors have also been installed at all junction points to allow people to see anyone as they join the one way system

Defined walkways also created through office areas with markings for 2 metre social distancing

Stop lines at junctions to remind people to stop and give way to the one way system

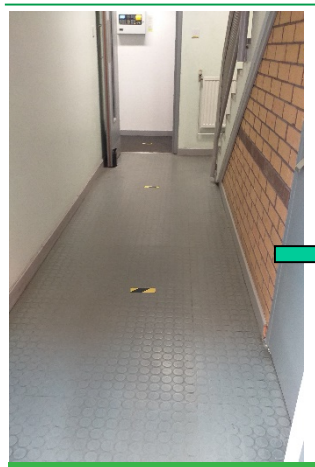
3.1 Strategy detail: One way system

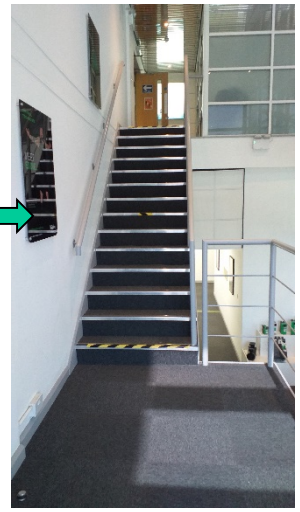


External walk ways marked similarly as internal walkways:

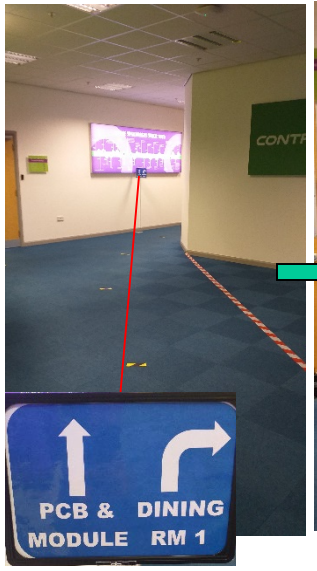
- Arrows to designate one way system
- Social distancing markers in place

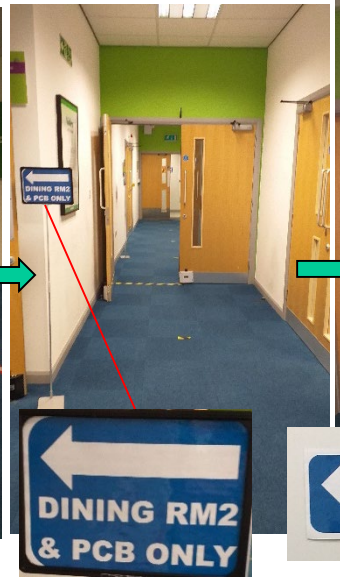
3.1 Strategy detail: One way system

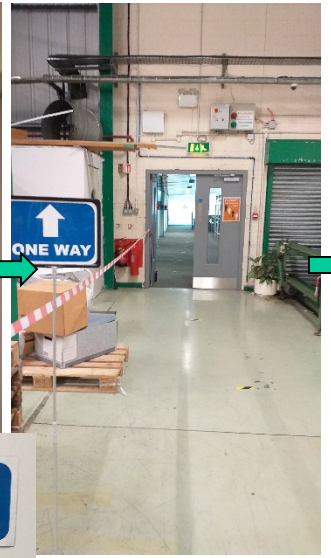


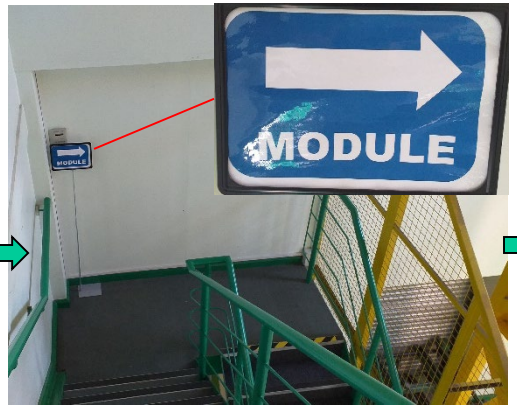


Module Exit







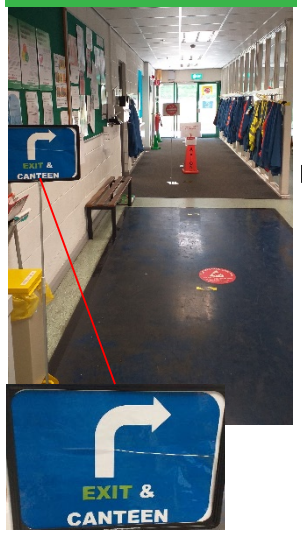


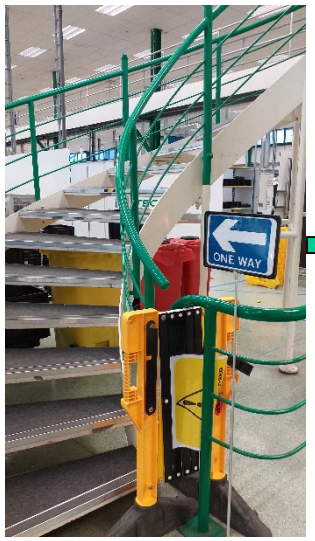
Module Entry

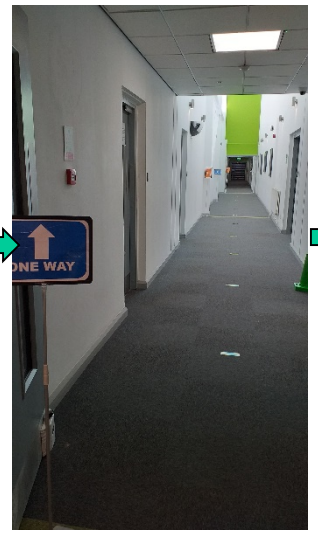
One way route from and to Module plant

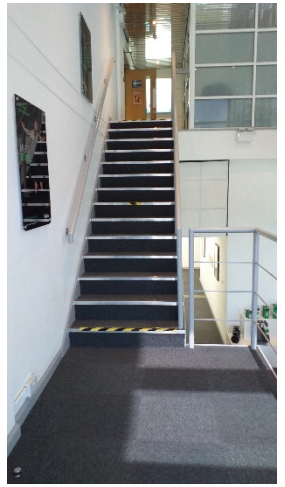
3.1 Strategy detail: One way system

PCB Exit

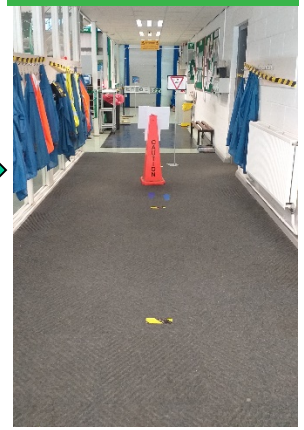








PCB Entry

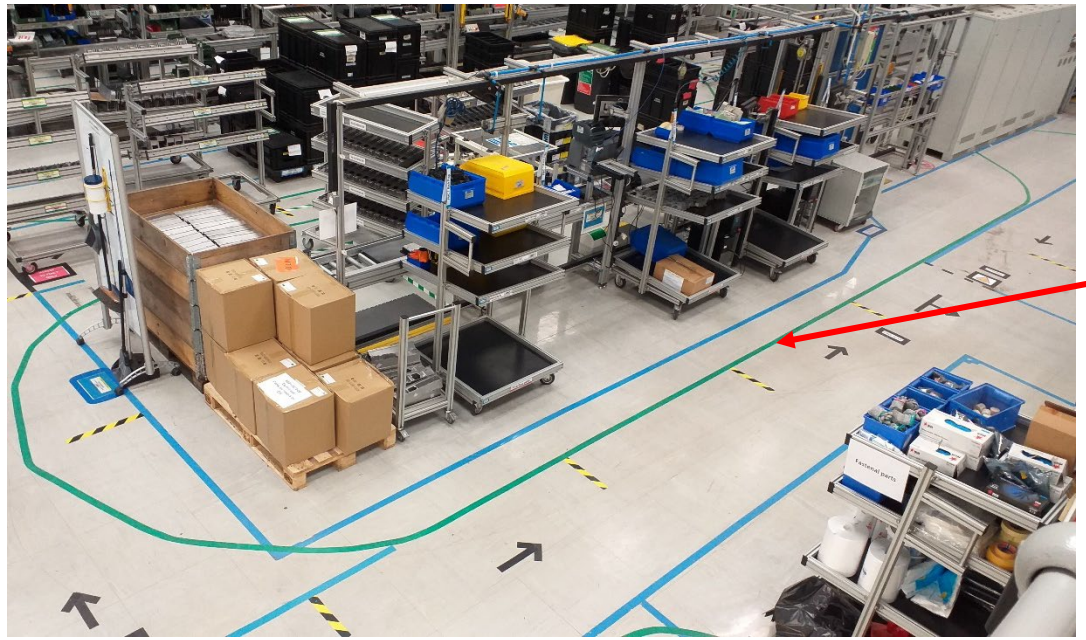


One way route from and to PCB plant

3.2 Strategy detail: Work station definition

- Each work area has been defined and marked out. The operator is to remain in the work area
- Place to stand when material is fed to the back of the line
- Safe area to stand when engineer is needed in the area

3.2 Strategy detail: Work station definition

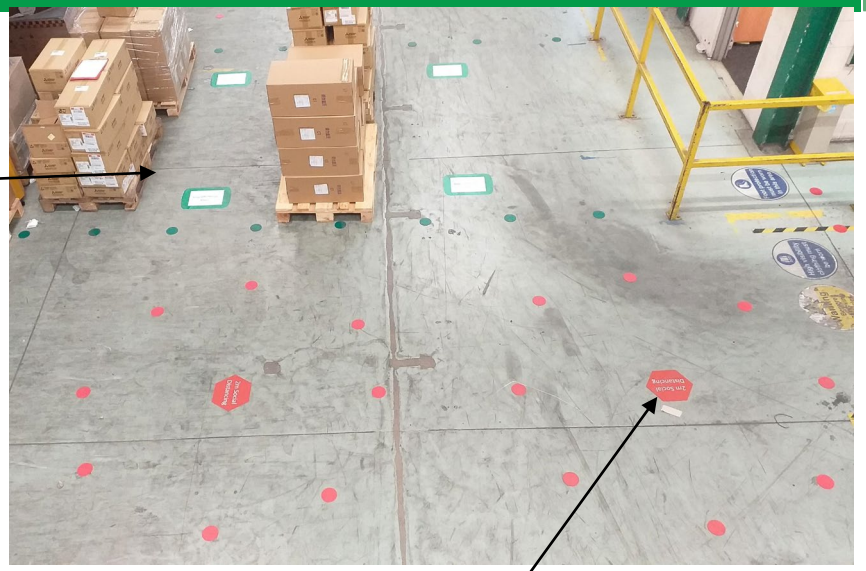


Green line introduced to mark 2 metre perimeter around production line, and do not enter

Individual bays identified and marked out. Operators to remain in mat footprint

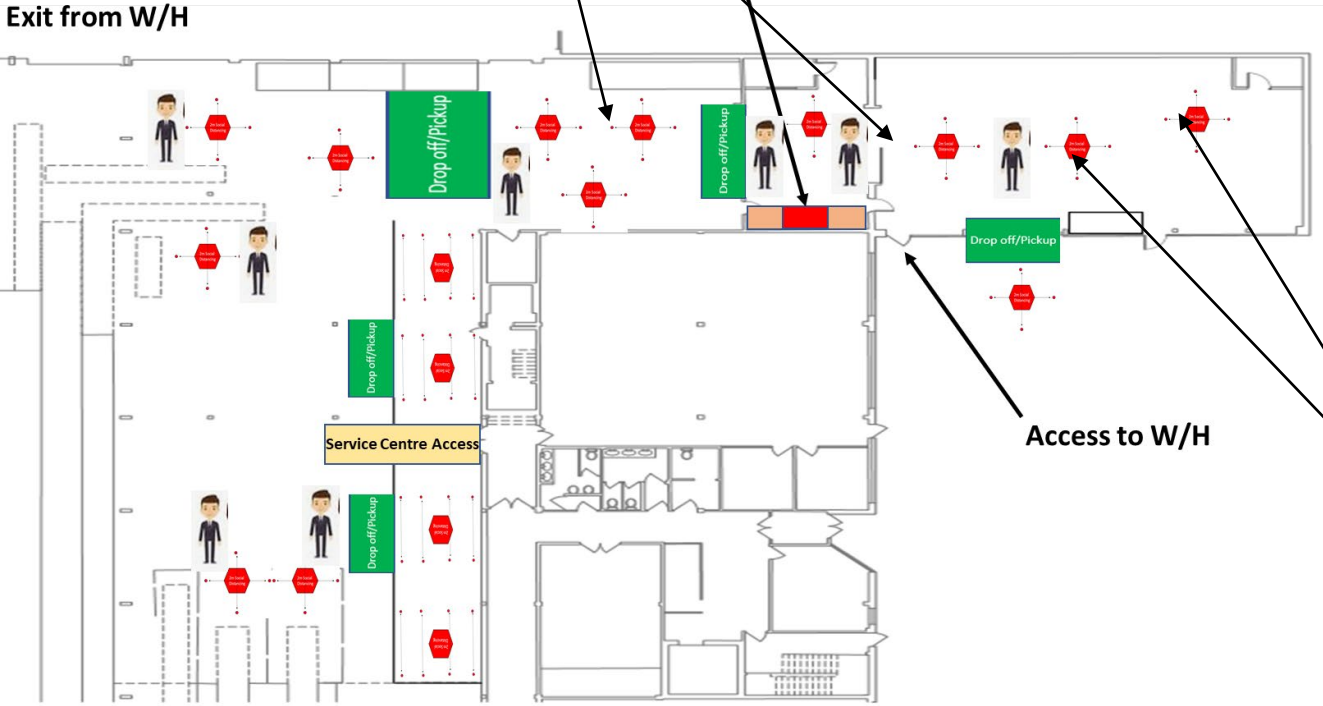
3.2 Strategy detail: Work station definition

Drop off zones set up so that material can be put down and safely passed to the next operator



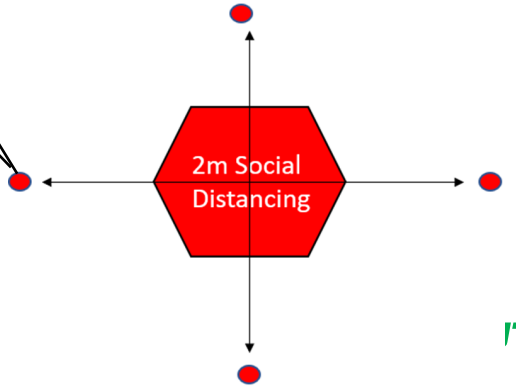
Work Benches, only using ½ of them.

Exit from W/H



Access to W/H

Social distancing markers introduced across all warehouse areas to demonstrate safe working distance



3.2 Strategy detail: Work station definition

Ryan and Shane Fury are two brothers who share the same house, so where this situation applies they have been strategically placed working together.

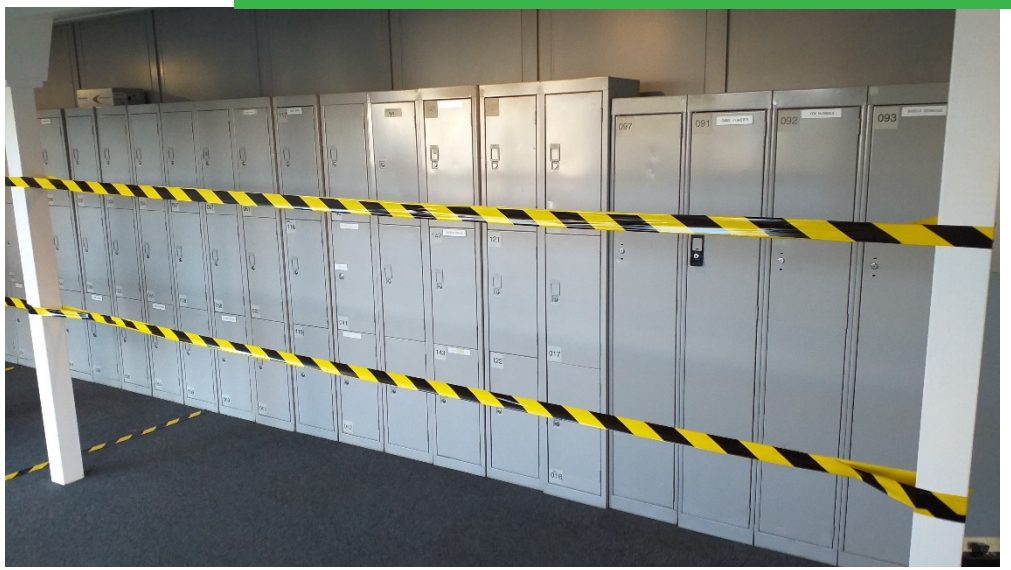
3.2 Strategy detail: Work station definition

- Water area 2 metre exclusion area set up, one person allowed in the area at any one time, area equipped with hand wash and cleaning equipment for water fountain after use
- Area set up off walk way so that the one way system can keep flowing
- Water bottles have been purchased for all employees to keep with them and refill at water stations to avoid cross-contamination when using disposable plastic cups

Shop floor stand up desks have been internally manufactured and distanced with a 2 meter exclusion zone set up around to ensure social distancing is observed.

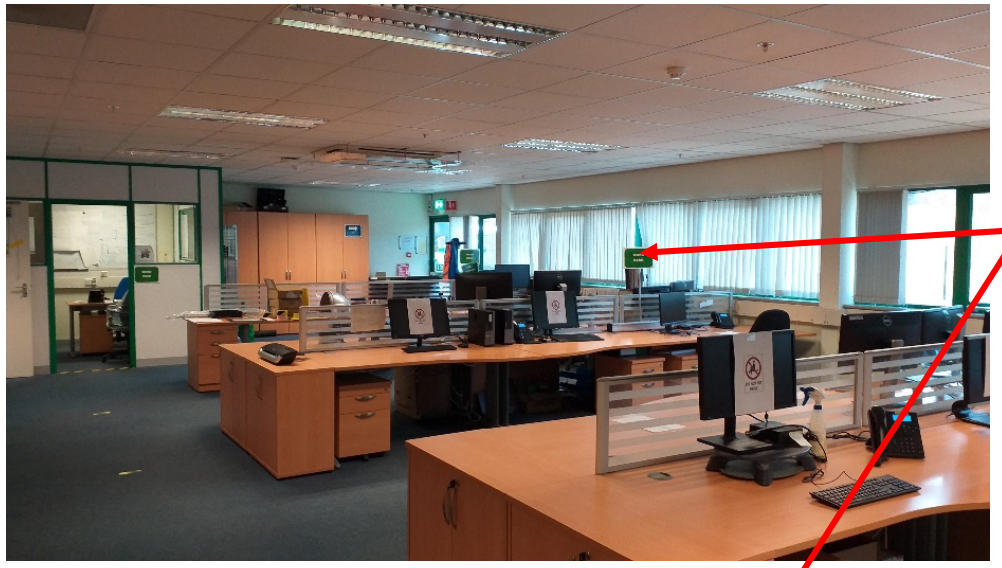
3.2 Strategy detail: Work station definition

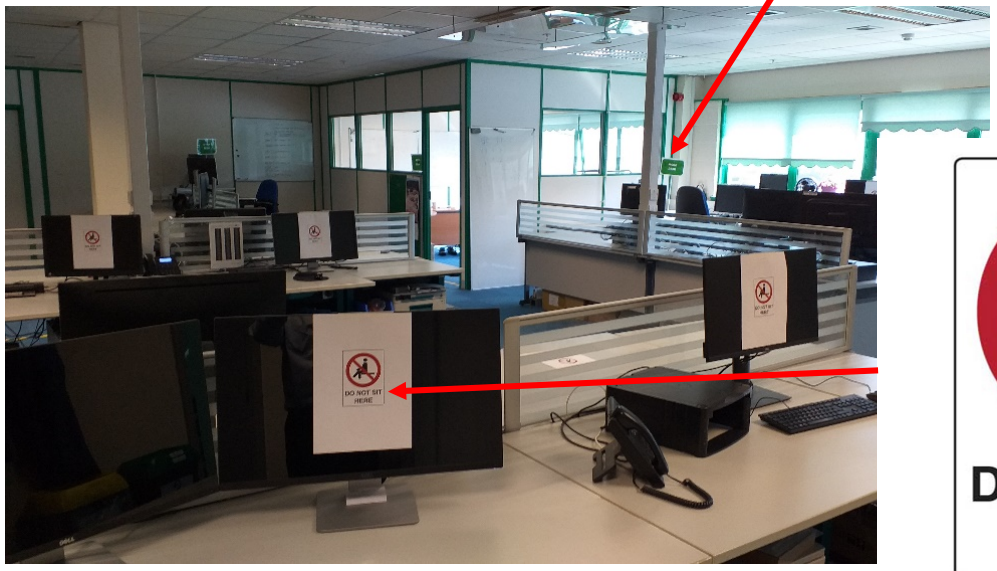
Locker areas and cloakrooms have been closed as social distancing cannot be maintained



Pump bags have been purchased for all employees to keep their personal belongings with them

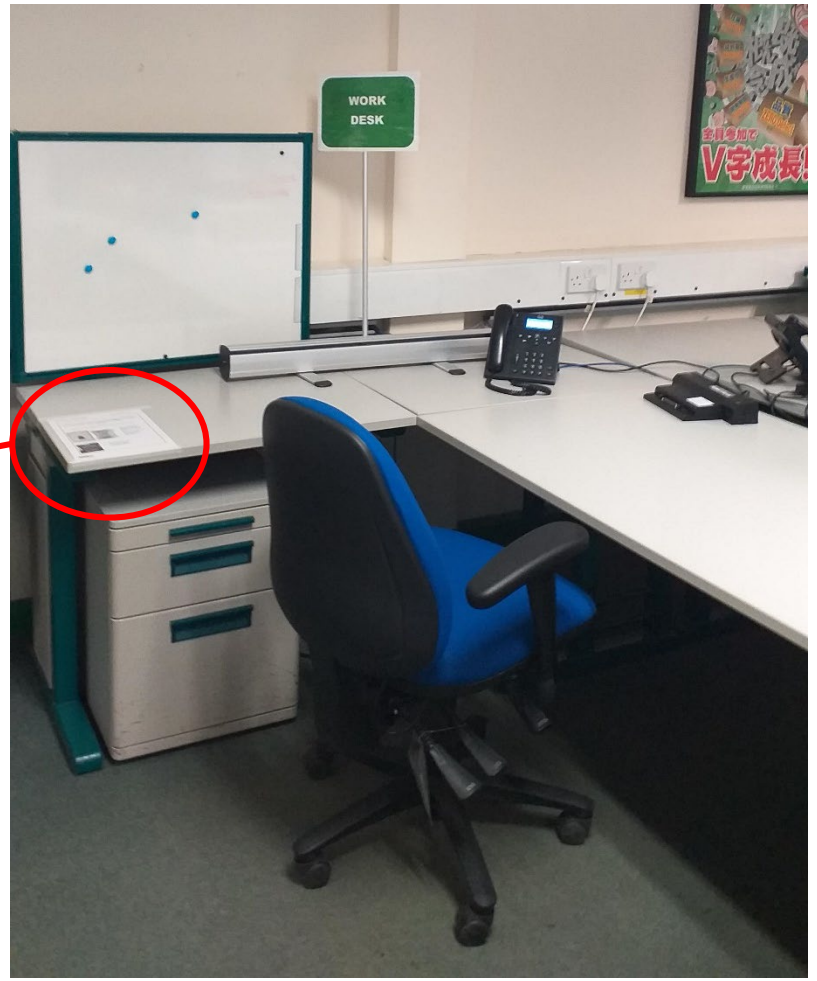
3.2 Strategy detail: Work station definition





- 25 work desks that meet the 2 metre safe distancing criteria have been identified with green flags
- Other desks in the office are not to be used and marked up not for use

3.2 Strategy detail: Work station definition



Every identified work desk has instructions to remind any user of the desk to thoroughly clean it after use each day and leave it prepared for the next user

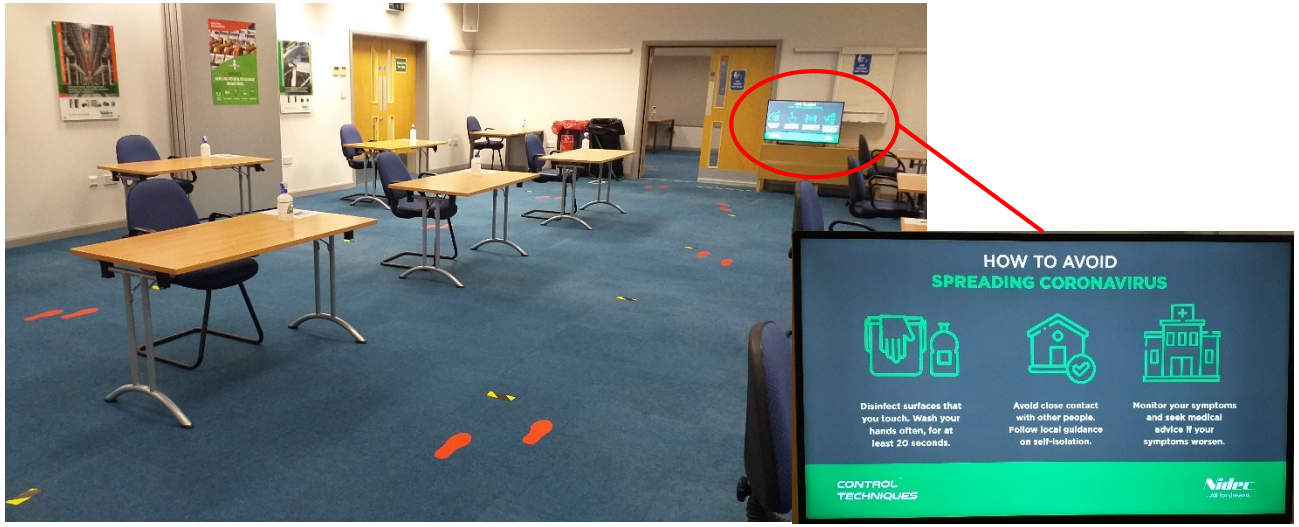
3.3 Strategy detail: Hand sanitiser stations

- Hand sanitiser stations set up at each entrance and water station across the factory
- Automatic hand sanitiser dispensers used so no contact with dispenser is required to stop contamination
- The spray is a 3 second operation which means that there is no congestion on one way walkways
- At each station there are hand sanitisers, wipes, gloves and a bin to dispose of rubbish

3.4 Strategy detail: Break areas

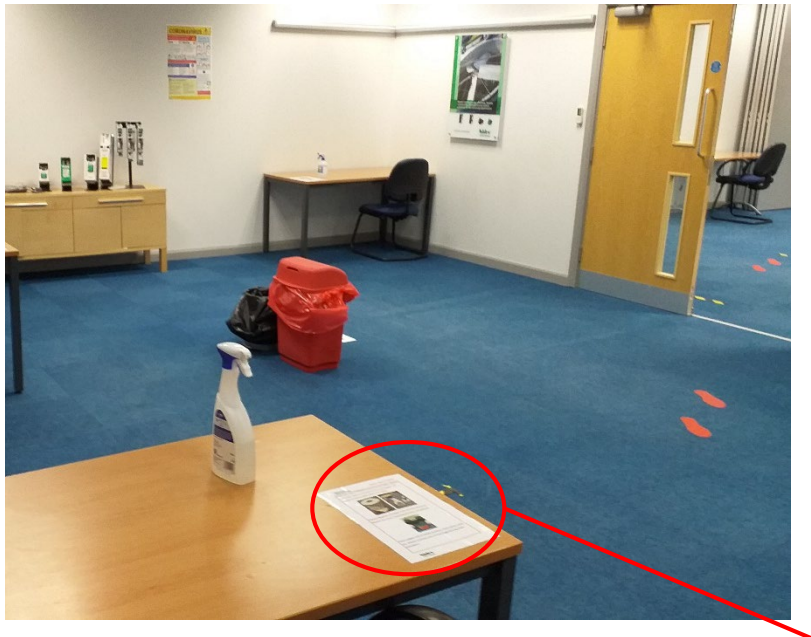
- Canteen facilities closed, staff to bring own food and layout set up visually to show 2 metre social distancing and one way system in place
- Seats in canteen within 2m taped off to stop use

3.4 Strategy detail: Break areas



Additional dining rooms set up in marketing to accommodate capacity and maintain social distancing
Slide show of information on how to prevent the spread of Covid-19 on display in break areas

3.4 Strategy detail: Break areas



Each rest area table has been provided with a process to clean after use to ensure that cleanliness standards are met. Hand sanitiser and towel wipes are available at all break areas

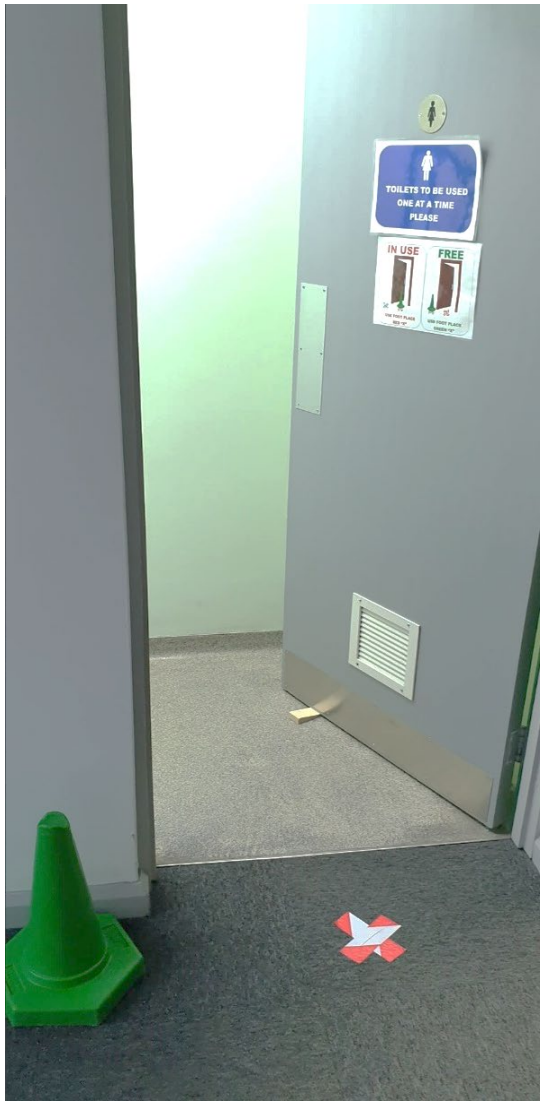
3.4 Strategy detail: Break areas

Morning Break		
08:00 - 08:15	Despatch	3
	Warehouse	8
	PCB (SMT)	17
08:17 - 08:30		
08:32 - 08:45		
08:47 - 09:00	PCB (CNV)	21
	Engineering (PCB)	10
09:02 - 09:15	Module	15
	PCB (Options)	15
	Module Engineering	5
09:17 - 09:30		
09:32 - 09:45	PCB (CNV)	21
	PCB Engineering	10
09:47 - 10:00	Module	15
	PCB	8
	Module Engineering	5
10:02 - 10:15	Despatch	15
	CTO	9
	Service Centre	10
10:17 - 10:30	Warehouse	6
	Quality	8

Lunch Break		
10:32 - 11:00	PCB (SMT)	17
11:02 - 11:30	PCB (CNV)	21
	Engineering (PCB)	10
11:32 - 12:00	Module	15
	PCB (Options)	15
	Module Engineering	5
12:02 - 12:30	PCB (CNV)	21
	PCB Engineering	10
12:32 - 13:00	Module	15
	PCB	8
	Module Engineering	5
13:02 - 13:30	Despatch	15
	CTO	9
	Service Centre	10
13:32 - 14:00	Warehouse	6
	Site Service/Maintenance	8
	Quality	7
	Others	14

- Staggered breaks and lunch schedule introduced to ensure that social distancing is observed during break times in conjunction with the social distancing spacing in the rest areas
- Numbers of how many people on break at any one time understood to balance the numbers at any one time
- 2 minute gap between breaks to allow area to be cleared before next group arrives

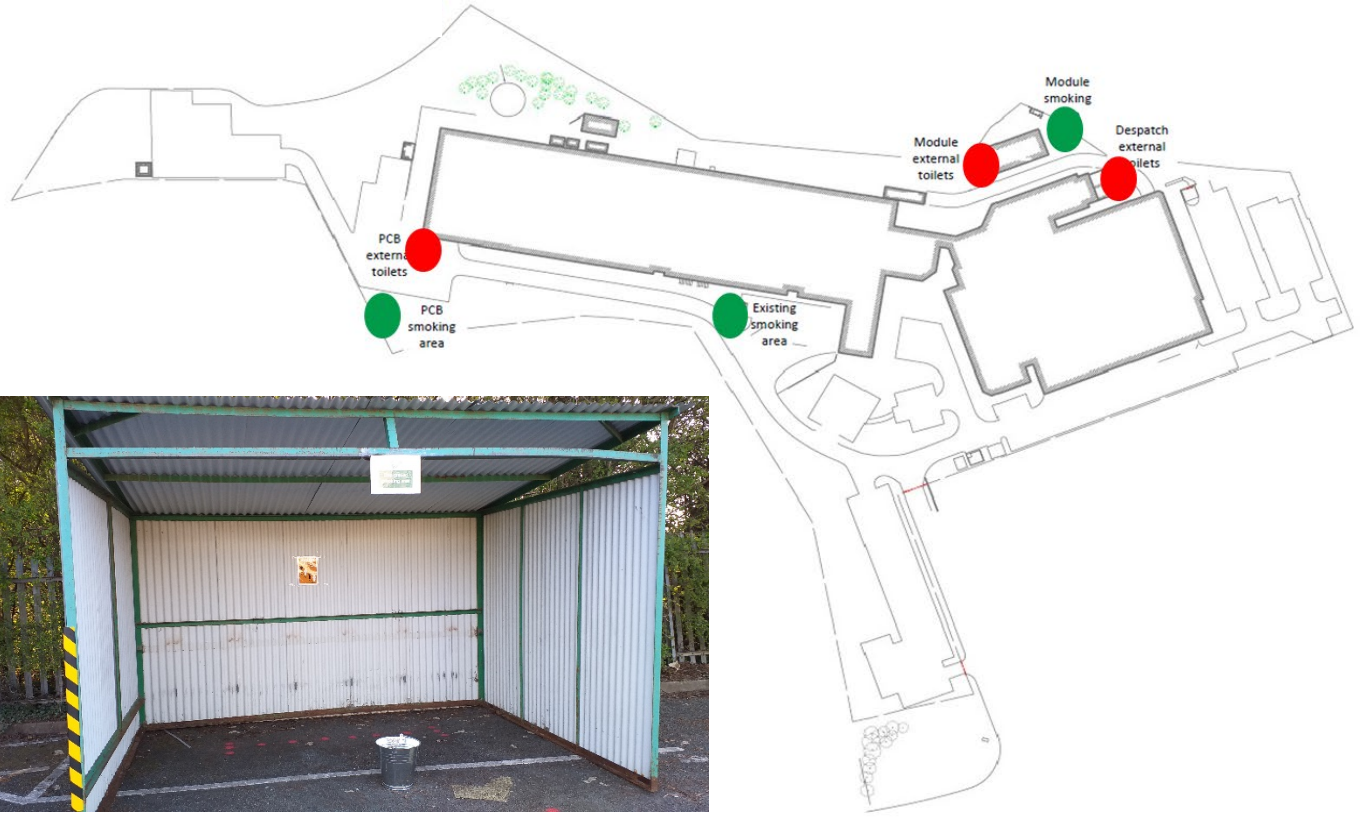
3.4 Strategy detail: Break areas



Only one person at a time in the toilet

Push the Green Bollard across the open doorway when you enter

3.4 Strategy detail: Break areas

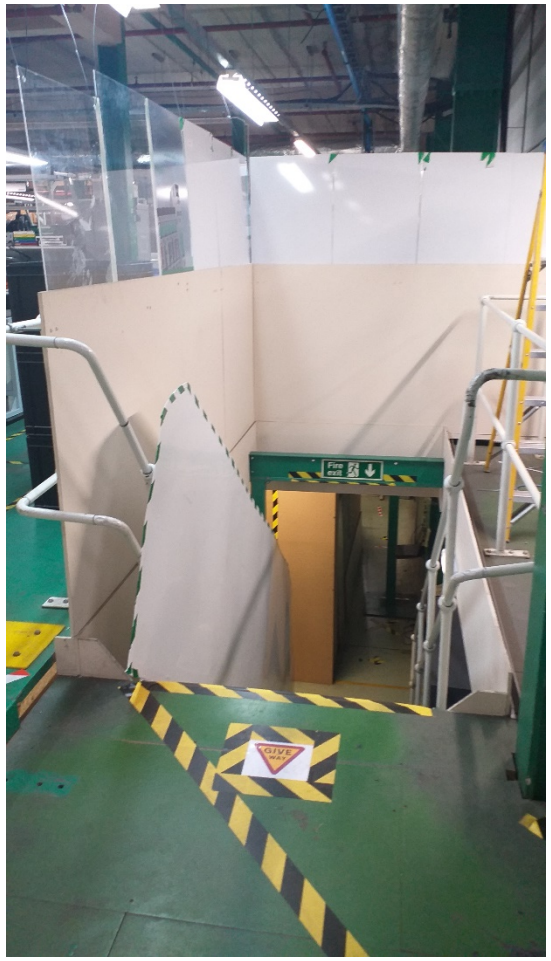


Smoking Areas

External Toilets

- Additional smoking shelters installed to ensure that social distancing can be observed
- 2 Metre markings made around smoking shelter
- 6 external toilets installed to create required capacity

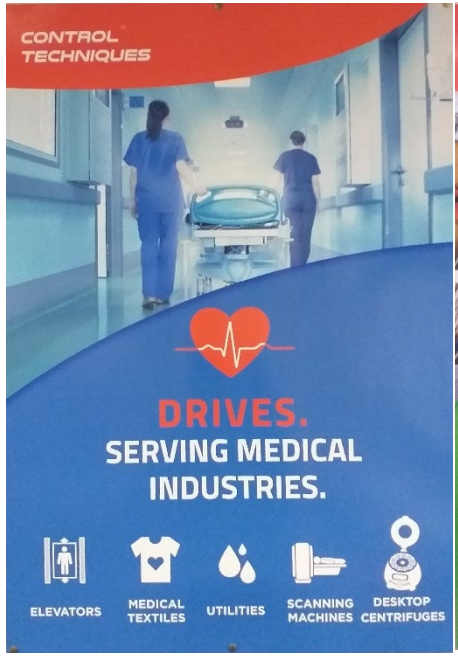
3.5 Strategy detail: Screening

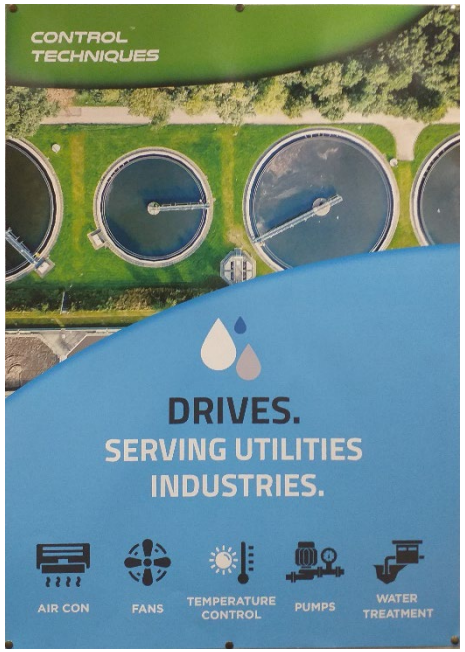


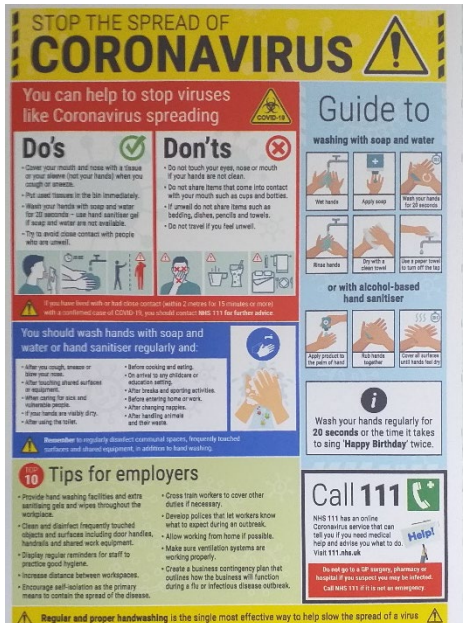
Where 2 metre social distancing cannot be observed from the walkway to workstation, screening has been put in place to protect employees. Mobile screening units also created for flexibility

3.6 Strategy detail: Communication

Information boards placed at entrances to remind staff of social distancing







Posters stating how Control Techniques is supplying essential services

Information in all toilets regarding how to stop the spread of Coronavurus

3.6 Strategy detail: Communication

- Reception area has been set up with 2 metre safe distancing markers

- Warning notices have been put on entrance to alert no unauthorised visitors
- Notices of what to do if an expected visitor or delivery driver

3.6 Strategy detail: Communication

CONTROL TECHNIQUES™

COVID-19 Screening Process. Version 1. Effective from 6/4/20

To be completed for all:

- Employees who would normally be working from home but wish to come to site for a period of time

The Line Manager/Person wishing to visit a site must ensure each visitor/group of visitors completes this screening process and sends to the correct person below at least 24 hours prior to the intended visit.

The request will be assessed, and the results will be fed back to The Line Manager/Person visiting by the end of each day.

You are reminded that the UK Government are advising those that can work from home should work from home

Please give names of those who wish to come to site. Groups of more than 3 will be discouraged

Name:	**Email:**	**Mobile:**
Name:	**Email:**	**Mobile:**
Name:	**Email:**	**Mobile:**

Line Managers Name: **Email:** **Mobile:**

Do you consider the need to come to site business critical and essential?

Yes:
No:

Which Site will be visited:

What Estimated Time of Arrival and Departure times will be observed?

ETA:
ETD:

Will the visitor/s be travelling by car?

Yes:
No:

If yes, how many cars:

Which Part/s of the building will the visitor/s be located?

Describe here:

Have they had the induction training relating to the building and the parts of the building they will be located?

Yes:
No:

Once complete, please send to relevant site contacts below:

U79:

Gro:

To be completed by the Site Responsible Person

Are you prepared for this visit to take place?

Yes:
No:

Any restrictions that will affect the visit?

Please state here:

Send a copy of this completed form back to the visitor/s using the contact details given.

All visitors internal or external must complete a screening form before approval to visit site can be approved by the European Operations Director

3.7 Strategy detail: Induction

Location of Induction Training	Date of Training

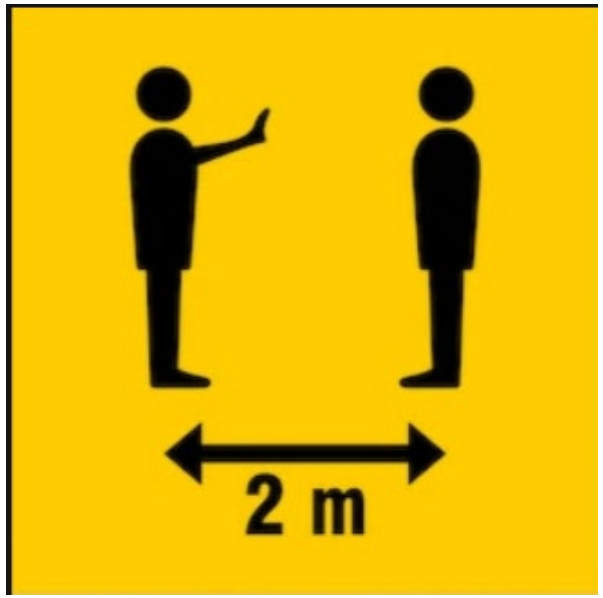
Element	Yes	No	N/A
Government Advice on 2 metres explained			
Government Advice on Hygiene explained			
Government Advice on Symptoms, Self-Isolating, absence communications			
1. Arriving on Site			
1.1 Which Gate to use explained			
1.2 Car parking explained			
1.3 Access to the building explained			
2. Time and Attendance			
2.1 No Clocking policy explained			
2.2 Start and Finish times explained			
2.3 Break times and venues explained			
3. Place of Work			
3.1 Routes to and from Place of work explained			
3.2 2m rules at the place of work explained			
3.2 Rules about leaving the place of work explained			
3.3 Rules regarding ESD and other work wear explained			
4. First Aid			
4.1 Self Help process explained			
5. Welfare facilities			
5.1 Toilets location explained			
5.2 Hot and cold running water is available reminder			
5.3 Soap and towels, hand dryer are available reminder			
5.4 A suitable area for eating own food and taking refreshments is explained			
5.5 There is access to clean drinking water explained			
5.6 There is an area where personal belongings can stored explained			
5.7 Hand sanitiser use and locations explained			
6. End of Shift			
6.1 Cleaning schedule and expectation explained			
6.2 Exiting the building orderly manner explained			

Signatures Manager and Employees

[1]Soft launch or soft opening week was performed the week before re-opening week. This time period allowed senior managers time and space to bring their employees (>200) back onto site for their induction, and in some areas recommence controlled production to verify and receive feedback of the installed social distancing measures

- Onsite induction carried out by senior manager in groups of 2 - 3 to communicate changes, expectations and answer any questions
- Induction consists of full site tour
- Form signed when induction is complete and put onto employee personnel file
- Register of who has completed induction maintained by date of induction
- All manufacturing employees inducted during [1]soft launch week

3.7 Strategy detail: Induction



Stewards have been introduced to review social distancing adherence. The role involves:

- Usher arrivals at car parks and entry points
- Monitor process adherence break times
- Usher leaving site process at the end of the day
- Maintenance of areas and facilities, i.e. refill hand wash stations
- Carry out social distancing audits using the audit sheet provided
- Daily meetings to review audits and implement improvements

Social Distancing Audit Sheet

Audit Details

Date	
Audited Area	
Manager/Supervisor	

		YES	NO	N/A
monitor a set area for a a reasonable time to enable the audit sections to be completed efficently and accurately	Employees maintaining 2 metre social distancing	☐	☐	☐
	Employees remaining within their desiganted work area	☐	☐	☐
	One way system being used correctly	☐	☐	☐
	Correct entrances and exits being used	☐	☐	☐
	Advised cleaning processes at end of shift being done	☐	☐	☐
	Walk ways are not obstructed	☐	☐	☐
	Break times timing both scheduled time and alotted time followed	☐	☐	☐
	Are all floor markings and signs in good condition (tape,paint,signs)	☐	☐	☐

ROUTE CAUSE INVESTIGATION
(IF AN ERROR IS FOUND)
(Any errors found that have originated elsewhere must be followed up with the relevant team)

Feed back from employees if recieved or ideas for improvement in the area
(OPERATOR TO GIVE THEIR REASON OR CAUSE)

CORRECTIVE ACTIONS

CLOSURE INFORMATION

Auditor	
Print:	
Signed:	
Date:	
Supervisor/Manager	
Print:	
Signed:	
Date:	

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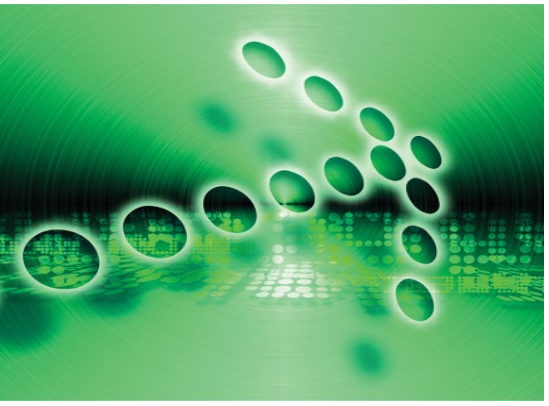
4. People Management

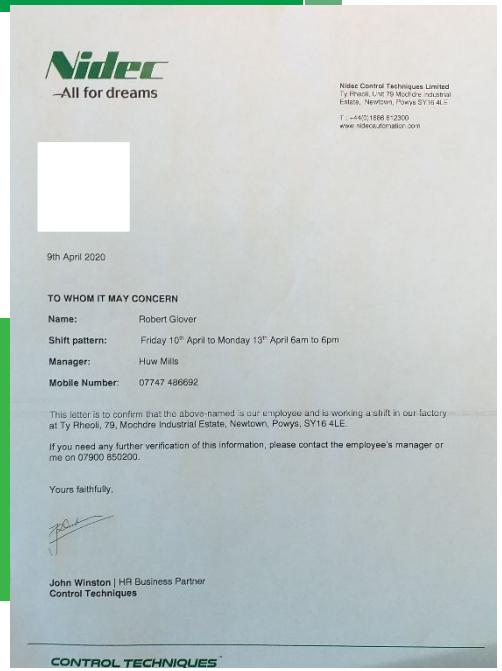


CONTROL TECHNIQUES™

4. People management

Daily clocking in and out process stopped as it breaches social distancing guidelines and encourages mass gatherings, using manual register

Letter issued to people working on site to carry with them should they get stopped by the police on their way to or from work



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Nidec Control Techniques Limited
Ty Rheoli, Unit 79 Mochdre Industrial Estate, Newtown, Powys SY16 4LE
T: +44(0)1686 612300
www.nidec-controltechniques.com

9th April 2020

TO WHOM IT MAY CONCERN

Name: Robert Glover

Shift pattern: Friday 10th April to Monday 13th April 6am to 6pm

Manager: Huw Mills

Mobile Number: 07747 486692

This letter is to confirm that the above-named is our employee and is working a shift in our factory at Ty Rheoli, 79, Mochdre Industrial Estate, Newtown, Powys, SY16 4LE.

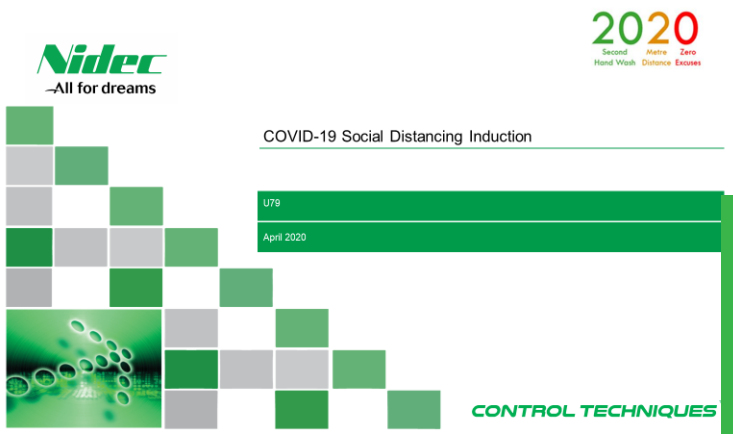
If you need any further verification of this information, please contact the employee's manager or me on 07900 850200.

Yours faithfully,

John Winston | HR Business Partner
Control Techniques

CONTROL TECHNIQUES

Management team has individually called every employee to discuss their individual situation before returning to work



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2020
Second Hand Wash Metre Distance Zero Excuses

COVID-19 Social Distancing Induction

U79

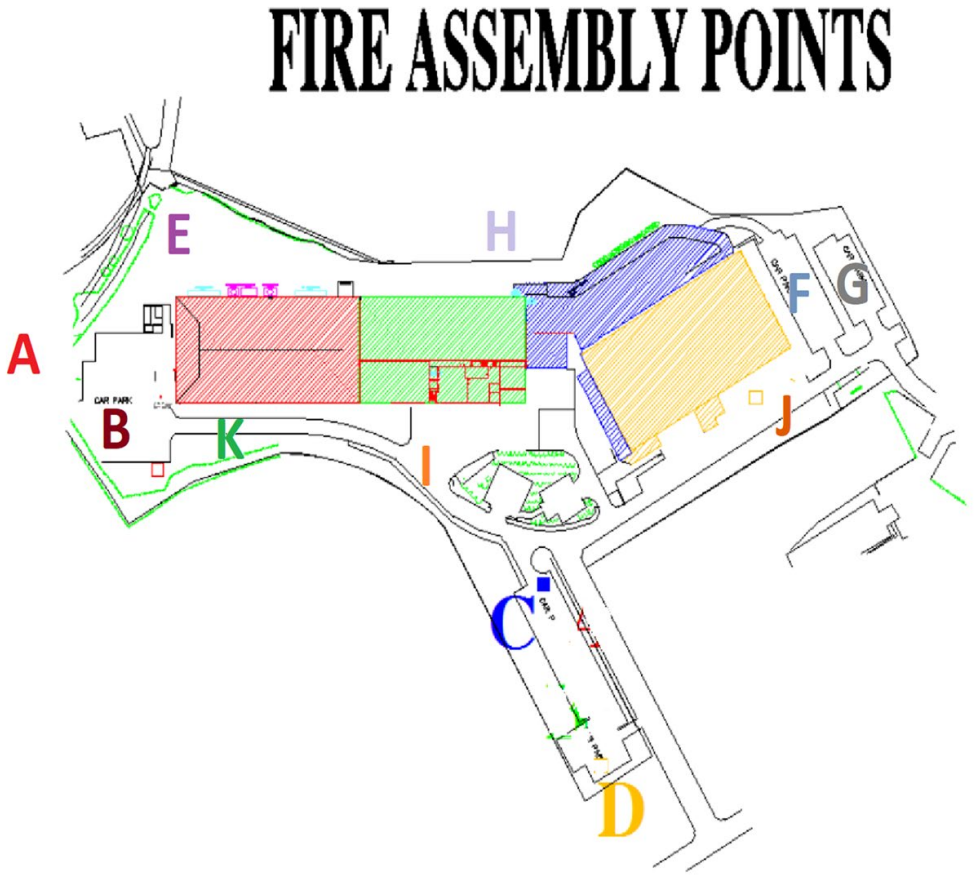
April 2020

CONTROL TECHNIQUES

Staggered start, finish and additional shifts implemented to manage social distancing during theses periods

Social distancing induction presentation created and emailed to inform employees of changes taken place before returning to work

4. People management



- 9 additional fire assembly points have been added and updated to ensure social distancing can be observed during an emergency
- Every person on site has been communicated their new fire assembly point as part of the induction process

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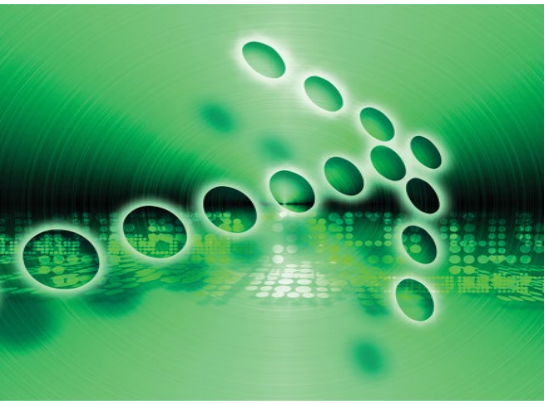
5. Recognition



CONTROL TECHNIQUES™

5. Recognition

A big **THANK YOU**, to all of the team members below for their tireless work and dedication in completing the work shown in this presentation

"In spite of facing many obstacles, you guys did it. Thank you for coming together as a team and making this possible. The reopening of the factory and incorporating safe distances between everyone was essential for the whole of the CT and Nidec family. We simply couldn't have achieved this amazing result without the commitment and dedication of this team. Sincere thank you to you all" Huw Mills, European Operations Director

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