



Business Continuity Plan – Covid-19

Revision 8

7th January 2021

Business Risk Areas



- Offices
- Stores
- Garages
- Sales and Surface Operations
- Mines Rescue
- Welfare Facilities
- Mobile Plant

General Strategy



- Cancel all visits to the mine for the foreseeable future for non-essential personnel
- Carry out risk assessments specifically to deal with controls specific to Covid-19
- follow up-to-date government guidance and advice
- Restrict movements of visitors, contractors and drivers
- Questionnaires for employees who have recently travelled abroad or been absent from work & all visitors, contractors and consultants coming to site.

General Advice



- Maintain minimum distance of 2 metres from other people where possible
- Practice good hygiene – wash hands regularly with soap and hot water for a minimum of 20 seconds or use hand sanitisers.
- Wash hands at start of shift and regularly throughout the day
- Wash hands after using lavatory
- Wash hands prior to eating or smoking
- Avoid touching face
- No hand shaking
- Clean surfaces and touch points regularly

Symptoms and Actions



An employee

- developing **persistent dry cough, fever or recent loss of taste or smell** should, or
- anyone from their household developing symptoms, or
- being informed that they have been informed to someone with Covid19 should:

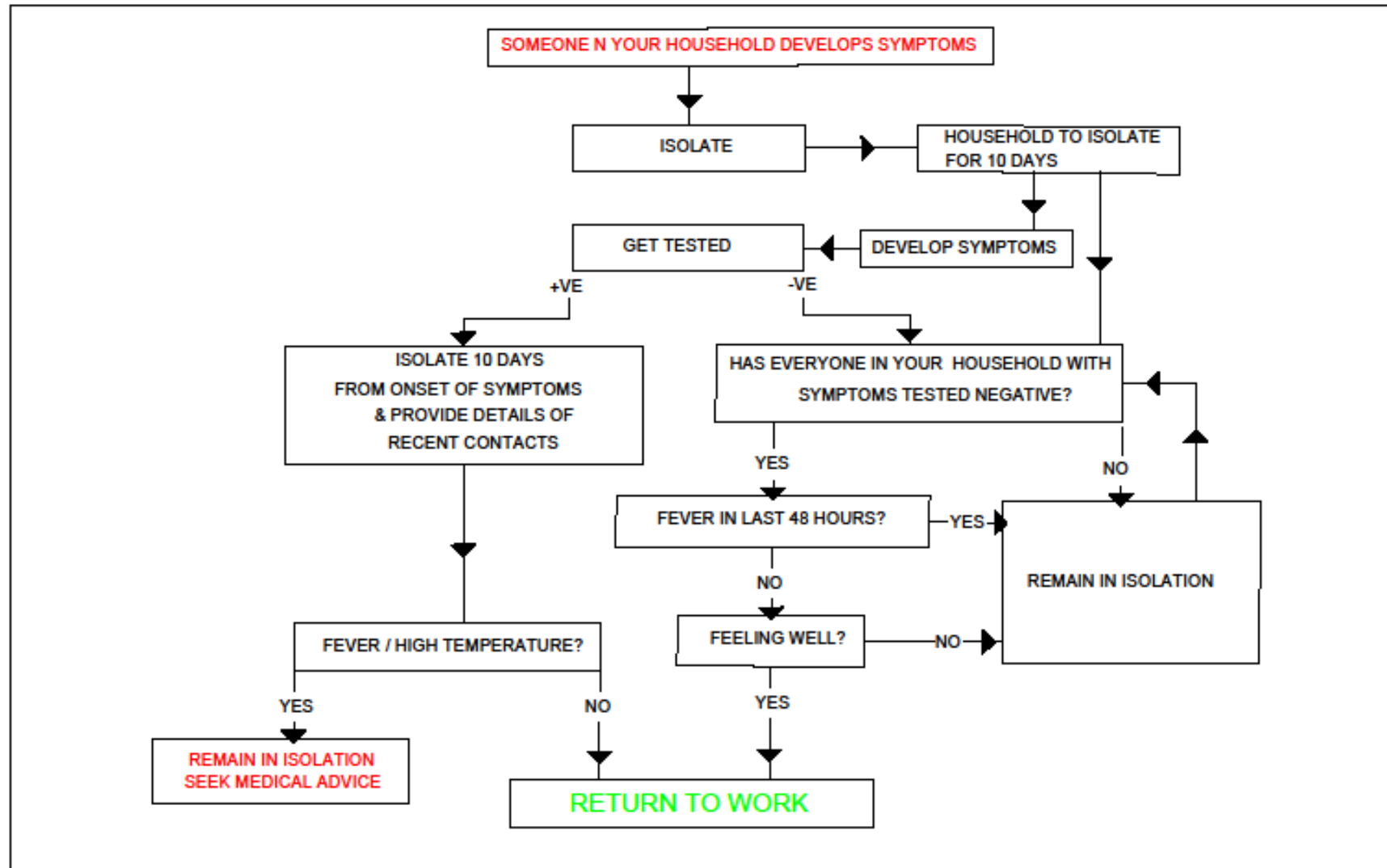
- Isolate in accordance with 'ISME Isolation Procedures' 1,2 & 3 on Pages 6,7 & 8 of this document.

You can book a test by calling 119 or by going online. Do not leave the house other than to go for the test. You need to get the test done as soon as possible in the first 8 days of having symptoms

Procedure 1

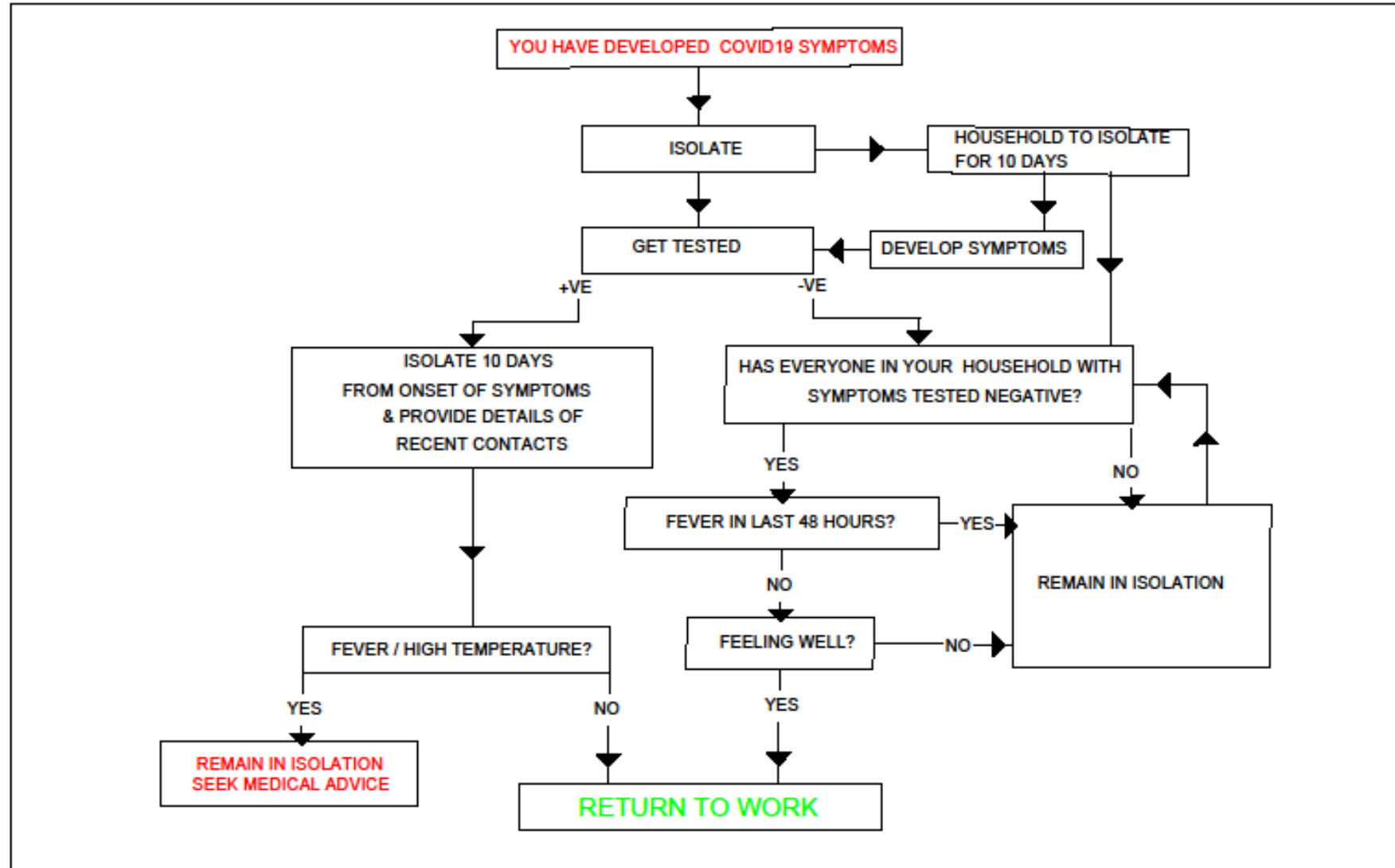
COVID 19 - ISME ISOLATION PROCEDURES

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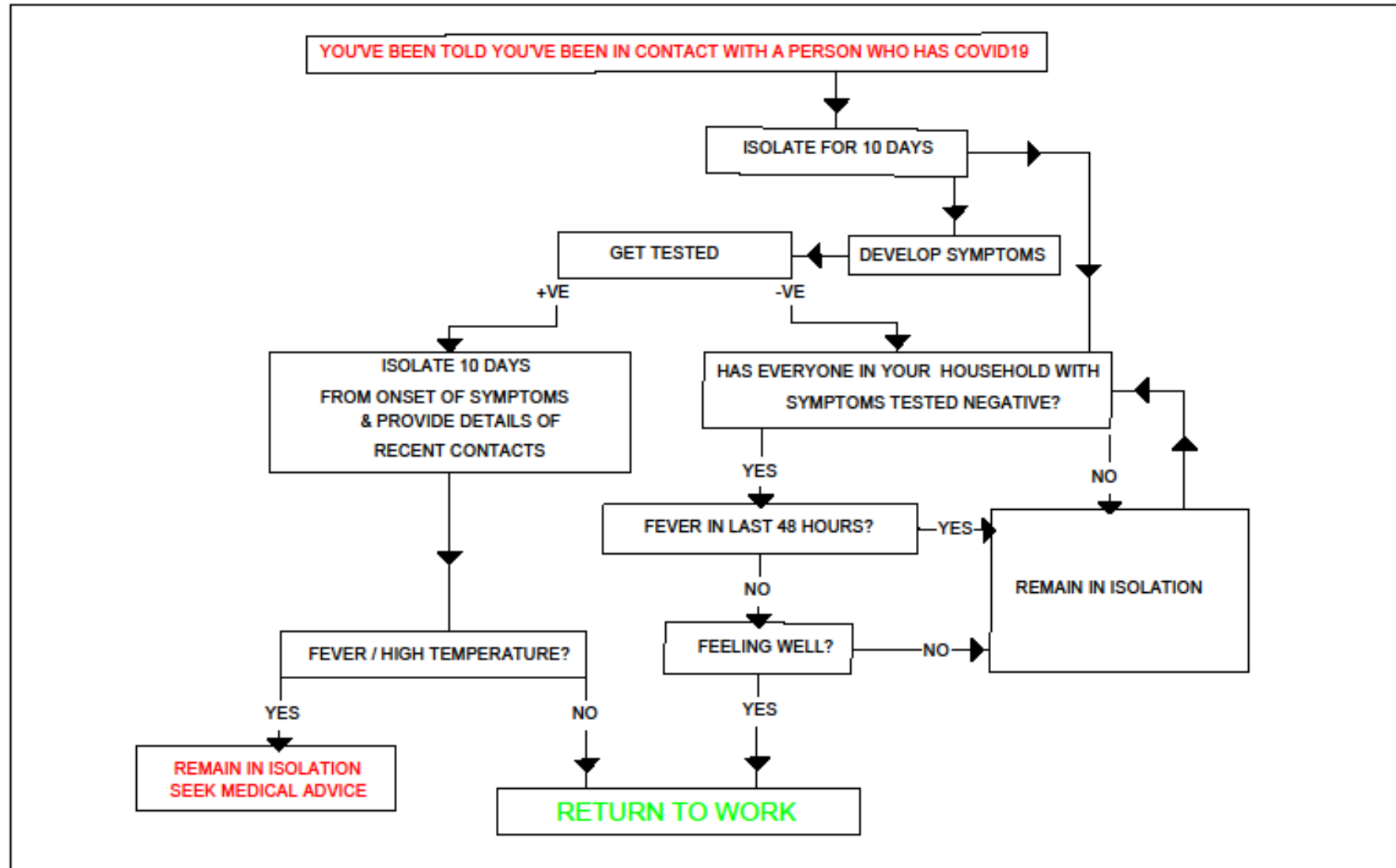
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COVID 19 - ISME ISOLATION PROCEDURES

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Procedure 3



Offices.



- Limit access to offices to ISME personnel or approved personnel only
- Non-essential visitors movements should be restricted
- Office staff to maintain hygiene for own office
- Clean desk surfaces and door handles daily
- Clean all touch points daily incl. phone, keypads, handsets, computer keyboards and mouse

Stores



- Only storemen to enter the interior of the stores.
- When there are 2 storemen, social distancing of 2m to be maintained.
- All personnel to remain 2m apart in stores. Waiting areas are marked out.
- Chains & specialised tools to be cleaned and inspected on being returned to stores
- Storemen responsible to clean door handles and hatch areas at least daily in stores.

Garages / Maintenance



- Tools & equipment to be cleaned before and after use by user.
- Avoid sharing tools, where practicable
- Where tasks require two or more people in close contact, FFP3 (or equivalent) dust masks to be worn. Work side by side rather than face to face where possible.
- When servicing vehicles requires entry into a cab then hand grasps, door handles and the inside of the cab to be cleaned by fitter/assistant.

Sales / Surface Operations



- Weighbridge is operated remotely. Drivers enter to collect docket only.
- Weighbridge touch points incl. door handles, surfaces and phone should be cleaned by ISME personnel daily.
- Signage for drivers erected to practice social distancing. One person only in weighbridge at any one time
- Sanitisation kits / paper towels to be provided at weighbridge.
- Bin provided for paper towels and bin emptied at end of shift and more frequently if required.
- Portaloo adjacent to weighbridge to be used by drivers to avoid interface with ISME personnel and drivers. Sanitisation station and signage to be posted for driver use.
- Hands free implemented for telephoning sales office
- Drivers to comply with site rules
- Ship's crew must be explicitly authorised by ISME personnel before coming ashore – follow controls detailed in 'Covid-19 Ship Loading Risk Assessment'

Mines Rescue



- Maintain good hygiene arrangements
- Clean equipment thoroughly before and after use
- Restrict access to mine rescue building to authorised personnel only
- Any team member showing symptoms should advise Mine Rescue team leader immediately and follow instructions regarding actions and mine rescue availability

Clock House



- Maximum of 3 people in clock house at one time.
- Social distancing to be maintained as per markings painted on the floor.
- A one-way system is implemented. One person exiting the clock house, one person at clock and one person at card rack. One out / one in system. Personnel queuing outside clock house to queue from one side and maintain 2 metre social distancing.
- Clocking out - reverse one way system.

Changing Facilities



- Control numbers congregating at one time in changing areas. Lockers have been rearranged, partitions erected and additional changing rooms provided to enable separation at start and end of each shift.
- Use both sets of stairs to operate a one-way system. These are sign posted.
- Maintain 2 metres when changing
- Clean changing room touch points daily – surfaces such as door handles, benches, taps etc.
- Operative to keep their own locker clean.

Canteens



- Canteen seating is re-arranged to either maintain 2m distancing or partitions have been erected to screen off areas.
- All personnel have been issued with personal boxes to store food items, cups, cutlery, crockery, pots/pans etc. Items which require refrigeration should be personally marked and personnel should not share these items.
- All tables to be cleaned with disinfectant before use and then completely cleared of belongings at the end of each break (stored in personal box) and wiped with disinfectant after use to allow another employee to use the area.
- Meal breaks staggered where necessary to reduce number in canteen in line with arranged seating.
- Designated person to clean all touch points with disinfectant daily e.g. door handles, kettle handles, toasters, cupboard/drawer handles, table surfaces, fridge handles, microwave buttons, cooker knobs, water cooler buttons.
- These precautions are to be adopted by all personnel at each canteen facility

Toilet Facilities



- Handwashing prior to and after using toilets
- Provide sanitisation kits at all portaloos underground
- Clean flush handle before and after each use

Mobile Plant



- Cleaning of door handles, steering wheel, gear lever and handbrake and other touch points before and after use
- Use hand sanitiser before and after use.
- Landrover numbers are restricted to 2 personnel unless partitioned with screens to allow more.
- Keep cabs clean and free from rubbish
- Open windows to provide good ventilation where possible

Information



- Questionnaire for delivery drivers / visitors
- Restrict movements of delivery drivers / visitors
- Personnel returning to work after illness or after annual leave – undergo a return to work questionnaire. Interview to be conducted prior to personnel returning to active operational duties
- Management to review policy and arrangements as relevant information updated by government or public health departments

Summary



- Maintain separation distances of 2 metres (6.5 feet)
 - Be vigilant
 - Be considerate to colleagues and their families by maintaining social distancing and increased hygiene / cleaning
 - If you or someone from your household develops persistent cough / fever / loss of taste or smell, stay away and follow guidance as set out on Pages 6 & 7 of this document.
 - If you have been informed ('Test & Trace') that you have been in close contact with someone who has Covid19 then follow the advice on Page 8 of this document.
- Think of the health of yourself, your family and your colleagues***