

Current practice to lessen transmission risk – Onboard Installations

NB - Information current at time of issue on 16/04/20

Ref.	Measure Description	Status
	Accommodation	
1	Welfare facilities – reduction of recreational seating to achieve increased distancing, define max number for cinema etc, rec rooms could double-up as large meeting rooms	
2	Reduce the number of chairs available in communal areas, ensuring adequate distance is in place between the remaining chairs	
3	Tea Shacks – reduced seating with marked up increased distancing and staggered break times	
4	Mess – communal condiments, jars, dishes, cartons etc - replaced by individual sauce, sugar, salt & pepper sachets, milk tubes	
5	Mobilise additional catering crew for frequent sanitisation of the accommodation door handles, handrails, communal toilets and similar touch-points etc.	
6	Staggered meal-times to decrease numbers sharing a table	
7	Food handlers to serve food rather than individuals using buffet style ‘help yourself’	
8	Additional sanitiser available for use around site	
9	Cutlery pre-wrapped in napkins and laid on tables or issued by catering team	
10	Display tape on the floor to encourage increased distance between people whilst queuing to be served	
11	Nominated person should ensure each individual uses hand sanitiser before/at entry to galley	
12	Display signs to encourage people to wash hands before and after eating	
13	Mobile phone/electronic device usage will not be allowed in galley during meal service	
14	Single occupancy cabins per shift, no same shift sharing, rooms sanitised after normal cleaning, room serviced each shift	
16	Avoid critical roles sharing the same cabin where possible	
17	Identify isolation cabins / areas	
18	Close recreation rooms twice a day to allow for touch-point sanitisation – including gym	
19	Saunas closed	
20	All gym users to use disinfectant and clean all equipment before and after use.	
21	Stagger times for gym users and restrict access to limited number of individuals at a time, applying social distancing rules.	

#playyourpart

	Offices	
22	Substitute large town halls with smaller departmental meetings	
23	Permit meeting to be reduced to key personnel only eg. OSP, OSM, HSEA and OIM	
24	Reduce the number of meetings (where possible), do not gather groups of people together unnecessarily	
25	Morning TBTs to be held by departments rather than large groups	
26	Office management – reduction of desks / occupancy to achieve increased distancing	
27	High-traffic offices – tape barriers in place to reduce number of personnel entering	
28	Control of Work & Permit issue – mitigation to minimise close contact	
29	Gas monitors to be cleaned with sanitiser wipes at end of every shift	
30	Floor to be marked out with increased distancing for people when queueing to collecting gas monitors or getting permits signed	
31	Consider social distancing measures needed for critical positions i.e. CROs. Discourage people from congregating in the control room	
32	Cleaning rota to be developed within production team for sanitising surfaces, door handles, phones, keyboards etc within the CCR	
33	Sanitising hand gel available in the CCR	
34	Increase frequency of sanitisation in all communal areas e.g. offices, boot-rooms, bathrooms, workshops, etc	
35	Tannoy announcements to be made reminding all personnel of good hygiene practice requirements like regular handwashing and the use of hand sanitisers	
36	Cleaning equipment (spray/cloths) to be provided on each level of accommodation to allow supplementary cleaning by individuals	
37	Emergency Response Procedure / Isolation Plan / Travel Guidance – clear procedures and guidance in place and made known to all relevant POB	
38	Planned activities and PoB – PoB reduction and planned work, vendor visits scrutinised (Safety Critical work only)	

	Emergency Response & Misc.	
39	Planned Additional Scopes – forthcoming work considered to maintain current POB levels	
40	Weekly ER Drills – issue guidance on how to conduct these maintaining social distancing, test to ensure suitable response time still achieved	
41	Notice Board – dedicated COVID-19 information board	
42	Muster in outside spaces where possible	
43	Potential to move muster stations	
44	Complete musters in smaller groups	
45	Consider no breaking of containment out-with the fab shop to reduce likelihood of going to GPA, any lifts over live plant, electrical work that might impact on telecoms, etc	