



dark matter composites ltd

OPERATIONS POLICY DURING COVID-19 LOCKDOWN

Rev. C 13/03/2021

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Introduction

Considering all the Government and NHS guidance, we have put in measures to ensure that Dark Matter Composites Ltd is a 'Covid Safe' workplace. This document is not an exhaustive risk assessment, but a summary of all the measures we have in place to ensure the well-being of both our course delegates as well as our staff.

Our premises are located in a rural area between a number of larger towns. Throughout the Covid-19 situation there have been few cases and related deaths in our area. For more up to date information, please visit the link below and use postcode AL3 7LG.

<https://www.ons.gov.uk/visualisations/dvc811/msoamap/index.html>

Prior to Attending Our Courses

All personnel (both delegates and staff) **can ONLY attend if they are NOT:**

- Exhibiting symptoms of Covid 19 (including high temp, continual cough etc.)
- Under individual isolation or quarantine conditions

Anyone exhibiting symptoms or under isolation, quarantine or lock down restrictions should advise us at the earliest opportunity (call/text Rodney Hansen on +44 7796 815991) and they will be transferred to the next course. Please note that we may run additional courses not on our schedule to account for delegates having to transfer to a later course date. No transfer charges shall be applicable under operations during Covid-19.

During Courses

- Courses shall be limited to 8 delegates maximum and 1 tutor for all courses, allowing sufficient space for distancing measures.
- At the start of each day, all personnel's temperatures will be checked prior to entering the training venue.
- At the start of each course, attendees shall be briefed on site distancing measures.
- Sanitising stations and wash down sinks are provided throughout the facility.
- Our ventilation system is already set up to create a downdraft of air entering into each room with extraction at floor level and 5 air changes per hour. This pushes airborne particulates to floor level reducing particulates mixing around the room. Due to this we recommend delegates have warm clothing available as some have felt cold due to the downdraft created within in the rooms.
- All delegates have a point of source dust & fume extraction table which will also run throughout the day to minimize airborne particulates.
- Throughout the course delegates will be assigned individual tables to work from as well as individual tables during break times.
- During break times delegates will be required to wear masks when moving around outside the training rooms.
- Disposable face masks shall be provided to delegates. Delegates are also welcome to wear their own.

The measures we have in place on-site are for the protection of both delegates and staff. All personnel will be required to comply with them throughout. Anyone who does not comply will be asked to leave the course.



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Local Accommodation

We recommend that where attendees need local accommodation that they use the Aubury Park Hotel. It is a rural hotel open for workers and running at very low capacity on the outskirts of the village. It is a short walk to our site from the hotel (1.3miles / 25 minutes) or a 2 minute drive so attendees do not require public transport. We have checked the hotel and it has distancing measures in place. Where meals are included in the room rate, they can only be provided as room service. Where there are very few guests, breakfast boxes are provided at breakfast. Where there are more guests, a chef may be brought in for breakfast/dinner room service. Please be aware that the menu offered is a reduced menu which some may find limited.

The hotel also allows guests to have third party take-away food in their rooms. We will provide all delegates with a local takeaway guide prior to the course. As more local pubs open, we will also include local venues serving outside food and drinks.

The hotel offers our attendees a corporate rate as follows when you quote 'Dark Matter Composites':

- Bed and breakfast rate is £82.00 per person per night
- Bed, breakfast and dinner rate is £99.00 per person per night

However, please check their website/www.booking.com or contact Luke or Ellie below for the latest rates which may be lower than the corporate rates above.

Aubury Park Hotel
www.aubreypark.co.uk

Luke (Reservations)
reservationsupervisor@aubreypark.co.uk
01582 792 105 ext. 407

Ellie Cook (Sales Office Manager)
Ellie@aubreypark.co.uk
01582 792 105

If delegates have any special needs or dietary requirements, please advise us of your needs prior to the course so we can accommodate your needs in advance.