



Coronavirus Update Statement

V.3 Updated: 23/03/2020

Introduction

The Directors of the business have held a meeting with all Staff on 16th March to announce immediate and possible future plans that the business must take to enable us to continue trading through the uncertain times ahead. A further company wide meeting was held on Friday 20th March to update on the progress through the week and to understand and communicate the latest government guidance and how we have responded to this.

The whole team is now clear on how we plan to cope with this pandemic moving forward.

The Crisis Team that includes all company Directors and our Finance Manager continue to meet daily and act swiftly with clear decisive action throughout this ever-changing situation. We have setup a company Whatsapp group to communicate the latest developments to all staff with their permission.

Further information and the latest guidance on the COVID-19 virus is to be referenced from official sources including:

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>
- <https://www.gov.uk/government/publications/coronavirus-action-plan/coronavirus-action-plan-a-guide-to-what-you-can-expect-across-the-uk>
- <https://www.acas.org.uk/coronavirus>

Site Visits / Travel

All but essential travel to and from work for essential workers - is banned in line with government guidelines with everyone else encouraged to stay home & stay safe.

Prevention / Hygiene

Those that can work from home are now doing so, with only essential manufacturing staff remaining onsite at social distance.

Antibacterial wipes have been made available to all employees to keep their areas clean regularly and tissues will be made available as necessary around the company.

When working the proximity to others is to be minimised, in line with government guidance on social distancing. Be aware of your own personal space and respect others.

As general guidance, to protect yourself and others:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Dry your hands thoroughly after washing
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap and water are not available



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- Cover your mouth and nose with a tissue or sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Avoid close contact with people who are unwell
- Do not touch your eyes, nose or mouth if your hands are not clean

Business Meetings

All but essential visitors are banned until further notice. Face to face meetings are to be postponed until the pandemic is under control. We will use virtual meeting apps if meetings still need to take place.

Service Disruption

Should we be unable to deliver our contractual obligations due to quarantine requirements outside of our control, this will be documented with each client in writing, and an individual action plan created.

Office / Factory Outbreak

In the event of a confirmed diagnosed case involving a member of staff or driver who has recently been in the office or factory, or has interacted with other members of staff, an emergency meeting of Director's will be held (remotely) to consider temporary closure of some company operations.

Should this be implemented, all staff will be notified.

In preparedness for closure the following steps have been taken:

- Staff contact details have been reviewed and are verified as current
- Remote working/VPN capacity has been reviewed, to support additional workers at home
- Laptop computers have been prepared, to support working at home (in line with existing Information Security policy requirements)
- Telephone diversion capability has been reviewed

During this period, unless unwell, it will be necessary to work from home using company supplied equipment to maintain services to our clients.

Post may need to be diverted/delayed, and the Director's will be responsible for reviewing and managing this requirement during this time.

An external service will be contracted to undertake deep cleaning prior to reoccupation. This will require a minimum of 72 hours isolation prior to entry and the methods outlined by the government will be followed:

- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Any person who is infected, living with someone who has symptoms or is at higher risk of having potentially been infected, will be required to **commence self-isolation for 14 days**.



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Self-Isolation

The office should be notified immediately by telephone if you have commenced a period of self-isolation.

The guidance from the NHS on what this means is to be followed:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

Do not ask colleagues to come to your home and discuss work matters – this should be done remotely.

Vulnerable Workers

Workers who have pre-existing conditions which may place them at higher risk are requested to notify management, if not already aware. This may include: Weakened Immune System, Asthma, Pregnancy etc.

Any worker who is considered to be at higher risk will be sent home to work from home if possible or will be furloughed.

Time Off for Dependents

Please refer to the Employee Handbook for existing arrangements. If your child's school closes you must take holiday or unpaid leave to cover this absence from work.

If you are assisting a dependant with a known/suspected case of Coronavirus then you must also commit to a period of self-isolation to protect your colleagues.

Training & Awareness

All employees have been sent the following training video link, to ensure company-wide awareness:

- <https://www.ihasco.co.uk/free-coronavirus-awareness-video>

Posters are displayed in the workplace:

<https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-/resources>

Coronavirus company wide memo has been uploaded onto our company HR cloud platform Breathe.