



CORONAVIRUS STATEMENT

We are monitoring the Coronavirus developments on a daily basis and adhering to the Public Health England and NHS guidelines. According to current information, some ports have been closed to export and although most of our raw materials are sourced in the UK and Europe, it may have an impact, resulting in higher raw materials prices coming out of Europe in the short to medium term.

To minimise the impact on the supply chain we have increased our stock holding and can coordinate direct deliveries if required. We recommend that all customers check stock levels and we would advise that you consider holding a minimum of 2 – 4 weeks stock on site. We have contingencies in place for home working to preserve the health of our Employees. All staff are advised to follow the guidelines below to protect themselves and others against the spread of the Virus.

We have implemented a one driver, one lorry policy and instructed our delivery drivers to self-isolate as much as possible and wash hands regularly when arriving/departing and in between visiting sites. Our drivers are UK based therefore do not travel within any of the countries identified as a risk. Any new drivers to the business during this time will be asked of their movements over the last 3-4 months. Furthermore, our drivers have been requested to notify the transport manager if they believe they may have come in to contact with a contaminated person/object and if at any time they are showing any of the reported symptoms. Please can you provide a copy of your Coronavirus Policy/Instructions to the driver when he arrives so he can ensure he adheres to them whilst on site.

The best way to prevent it spreading is to:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell
- Avoid sharing phones or desks. Use disinfectant wipes provided to keep work areas clean. After cleaning, wash hands
- Avoid sharing kitchenware, foods and drinks. Ensure all cups, glasses, cutlery are thoroughly washed using washing up liquid and hot water.
- Cleaning of communal areas will continue on a weekly basis



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The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

These symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

If you think you might have coronavirus, or you've been in close contact with someone who has it:

- stay at home and avoid close contact with other people, notify your line manager as soon as possible
- do not go to a GP surgery, pharmacy or hospital
- use the NHS 111 online coronavirus service to find out what to do next

The 111 coronavirus service will tell you if you need to continue to stay at home (self-isolate) or if you need medical help.

All visitors to site are being restricted and only authorised visitors will be allowed into the buildings.

- Access will be restricted to a single monitored access point (Unit 3 main Reception)
- They will only be allowed entrance to the established area, avoiding going through other areas and unnecessary contacts
- When entering site, they will be notified of the preventive recommendations and instructions (washing hands on arrival, questionnaire)
- Avoid shaking hands or other physical contact
- A hand wash protocol must be followed before and after receiving visits from outside the plant.
- All internal meetings have been suspended until further notice

All carriers/drivers arriving on site are not permitted into the buildings.

- The driver must stay outside of the building
- Close contact with Warehouse Operators is to be avoided. While talking to the carriers at least a 1-2 meters security distance must be kept
- The Warehouse Operator must wear a face mask and disposable gloves when handling delivery of goods