



COVID-19 Policy

As a responsible organisation and employer, we are committed to ensuring the health of our employees during this Global crisis whilst maintaining our service to customers.

We are following all current Government advice:

only essential employees are working on site i.e. carrying out tasks that cannot be done at home;

all other employees are working from home;

no employees need to use public transport in order to travel to work;

regular hand washing following the 20 second guidance has been encouraged;

additional cleaning materials have been provided;

tissues are used to catch any coughs and sneezes and disposed of – washing hands immediately afterwards;

maintaining the 2m minimum distance is achievable maintained given the floor space and separation of the separate stages of processing within different buildings and welfare areas.

Any employee showing signs of the virus – temperature, new and continuous cough etc are sent home and advised to follow the Government guidance i.e. stay at home for seven days, wash hands regularly, all others in the household to isolate for fourteen days etc.

2m distancing will be observed if direct contact with customers is required although this will be limited to collections and deliveries.

Wherever possible, electronic means will be used to communicate information to customers and suppliers i.e. purchase orders, delivery notes etc.

If hard copy cannot be avoided, hand washing will be completed prior to completing.

Hand washing will be completed as soon as practicable after contact with materials, paperwork etc received from customers.

Any changes in Government guidance will be implemented as soon as practicable. Ensuring the health and safety of our employees whilst continuing to support our customers.