

PPI Ltd policy statement regarding Coronavirus 'Covid-19'

With the evolving situation regarding the Coronavirus 'Covid-19' have issued the following guidelines which we set out below:

POLICY STATEMENT 24-03-2020

Self-Isolation will be insisted for the following:

- Anyone showing symptoms of the virus including a sudden and persistent cough or high temperature
- Anyone waiting for a COVID-19 test result
- Anyone who has travelled from an area of high infection
- Anyone who has had close, physical contact in the previous 14 days with someone who has tested positive for coronavirus
- Anyone who is pregnant
- Anyone who has pre-existing health conditions
- Anyone returning from a holiday in an affected area

Washing hands regularly in hot soapy water (20s) remains the key action. Upon arriving at work please ensure you wash and sanitize your hands before going to your work area. Continue to repeat this process throughout the day. We have enhanced all our on-site third-party cleaning programs. Use all available antibacterial wipes and sanitizing sprays to keep your work area clean.

Production shifts will end 30 minutes prior to the normal shift end time to enable work areas to be cleaned and sanitized thoroughly and allow enough time for teams to vacate the building before the next shift arrives

Lunches and tea breaks are to be held in isolation with safe distancing in mind.

Those skeleton staff on site (not home from working) we have segregated sales & administration office teams from the warehouse & production teams to reduce the risk of spread of the virus.

Segregation areas for the warehouse & production teams have been identified & marked out, no member of staff is to enter these areas when occupied by a fellow employee.

Colleagues should not shake hands or have any physical contact in the workplace.

To further protect the health and wellbeing of our colleagues and our business partners we will not be accepting external visitors on our business site until further notice.

All business-related international and non-essential domestic UK travel will cease until further notice.

Colleagues must inform us if they have had close, physical contact in the previous 14 days with someone who has tested positive for coronavirus.

Meetings will be minimised, telephone and video conferencing utilised where can be and otherwise meetings kept brief and in small groups with safe distances between colleagues respected.

External conferences and exhibitions must not be attended.

To further protect the health and wellbeing of our colleagues and our business partners we will not be arranging meetings at customer, partner sites

Couriers will still be allowed to collect, deliver but physical contact avoided, and the driver stays within his own vehicle other than providing access to goods. Signing on handheld devices is being refused. Drivers are using initials typically of the receiver to mark the delivery as received.

To assist with ongoing colleague health, wellbeing and business continuity at this stage we will be operating a staff home working rota & Two stage production shift to help minimise the risk of spread of this virus but equally maintain all our services

We will be supporting our colleagues where they are ill, self-isolating, caring for someone who is ill or having issues with school closure by being as flexible as we can regarding pay.

We have a business continuity plan which is being updated as the situation changes.

We will communicate with colleagues as regularly as necessary to keep them and our business partners informed of any policy changes.

We are very conscious this is new for a lot of our colleagues and want to support them through this period and ensure nobody feels isolated from the rest of the team.