

Internal Announcement
Covid 19 Update – 24th March 2020

The fast-moving situation surrounding the spread of the Covid-19 (Coronavirus) is evident in the changes we have all witnessed across the UK over the last few days. After the announcement last night there has been some understandable confusion and concern amongst all employees about what this means for them and for the business as a whole. With this in mind I would like to provide a current update for the Company.

We remain open for business as usual and we are not part of the list of businesses that the Prime Minister has asked to close down at present.

We continue with our initiatives below:

- **Social distancing on site** - 2m+ distance in meeting rooms, additional spacing now introduced in staff break areas.
- **Work from home** - Where possible, staff are working from home but are connected via email, VPN and telephone as required.
- **Hygiene** - Our cleaning team are working daily to ensure the highest levels of hygiene are maintained and have maintained additional measures to clean items such as hand rails, door handles and light switches on a regular basis. All staff must sanitise hands on entering the facility.
- Ongoing review of options for employees who are at higher risk due to underlying health conditions.
- **Raw material** - We continually monitor our supply chain to secure supply of vital resources.
- **The canteen** is now operating a take away service only and we have introduced additional spacing in the canteen area as part of our extended social distancing measures.
- Only business critical visitors are allowed on site.
- **Communication** – we are opening up a section on the company Internet site where future employee updates can be posted to enable those who are off shift or without email access to gain updates as they arise.

As we look to the future we are actively seeking to gain further clarity on next steps and options that may be available to the Company and our employees including the announced Job Retention Scheme for employees who would have otherwise been made redundant in the event the site was forced to shut. For example, the Job Retention Scheme does not allow us the option to simply shut down for a few weeks and have the Government cover 80% wages for all personnel.

Unfortunately, many of these planned initiatives have still not been fully clarified and the necessary mechanisms to deliver them are not yet in place.

I would like to thank everyone for their commitment, patience and dedication during this particularly challenging time for us all.

Dr Paul James
Managing Director