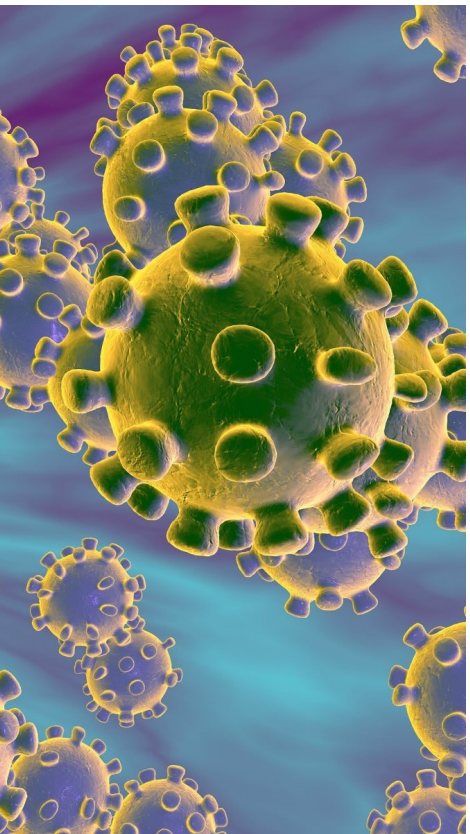




Additional precautions for the Coronavirus Outbreak

- ⇒ All staff have had additional hygiene instructions on top of our already excellent practise. This includes not shaking hands (see appendix1)
- ⇒ This has been backed up by information in our staff memo (See appendix 2)
- ⇒ All staff have been given information on the symptoms that they need to be aware of
- ⇒ We are following the latest UK govt advice regarding self isolation if staff are showing any symptoms (correct as of 17-03-2020 we update as soon as we have more information)
- ⇒ Staff living on there own self isolate for 7 days and those living in a shared household will need to self isolate for 14 days
- ⇒ Visitors appointments to the factory have been reduced to only emergencies. For example engineers needing to visit the site for emergencies
- ⇒ Any such visitors have to complete an additional virus specific questionnaire
- ⇒ Nobody with symptoms is allowed into the factory, signage makes this clear
- ⇒ We now have the contingency for production of bags in Poland
- ⇒ I have had guarantees from our suppliers that no raw materials come from Italy, China or other countries where outbreaks are more serious.
- ⇒ We have restricted our staff travel on business and no visits are now being undertaken
- ⇒ Staff who are able to work from home have been instructed to do so
- ⇒ We are continually monitoring the BBC website for government updates



Coronavirus

Protective Actions

What you must do:

- ⇒ Wash your hands often
- ⇒ Wash you hands thoroughly
- ⇒ Wash for 20 seconds (Sing 'Happy Birthday to yourself twice!) using hand wash
- ⇒ Dry your hands thoroughly
- ⇒ Sanitise your hands
- ⇒ Keep your eyes and ears open for any updates that will be driven by Government health guidelines

- 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
- Wash your hands afterwards
- Do not shake hands



Appendix 2

Hi All, Coronavirus information is mandatory for our staff.

Robert & Simon

Stay Safe: READ MEMO 54 again

Coronavirus: This is NHS England advice. We at Peak are following this advice.

Stay at home if you have coronavirus symptoms

Stay at home for 7 days if you live alone, 14 days if you live in a shared property.

DO NOT COME IN TO WORK if you have either:

- A high temperature (38 degrees or higher)– you feel hot to touch on your chest or back
- A new, continuous cough – this means you've started coughing repeatedly
- Do not go to a GP surgery, pharmacy or hospital.
- You do not need to contact 111 to tell them you're staying at home
- Testing for coronavirus is not needed if you're staying at home.

It's important to stay at home to stop coronavirus spreading and keep hospitals free for the most serious incidents

- Try to keep at least 2 metres (3 steps) from other people in your home, particularly older people or those with long-term health conditions
- Ask friends and family and delivery services to deliver things like food shopping and medicines – but avoid contact with them
- Sleep alone if possible
- Regularly wash your hands with soap and warm water for at least 20 seconds
- Avoid touching your face
- Try to stay away from older people and those with long-term health conditions
- Drink plenty of water and take everyday painkillers, such as paracetamol and ibuprofen, to help with your symptoms
- Do not have visitors (ask people to leave deliveries outside)
- Do not leave the house, for example to go for a walk, to school or public place

IF

- You feel you cannot cope with your symptoms at home
- Your condition gets worse
- Your symptoms do not get better after 7 days use the 111 coronavirus service

Only call 111 if you cannot get help online.

If you are self isolating you must inform Peak in the normal way

The BBC and NHS websites are good sources of information