

Due to the recent increased focus on Coronavirus, we would like to take the opportunity to set out the Company's position on the various issues that may arise.

[COMPANY NAME] takes reasonable precaution to ensure that illness and infection do not spread in the workplace between team members or from team members to the public.

Team members are also responsible for taking measures to assist the Company to prevent the spread of infectious diseases.

We want to reassure you that the number of cases of the virus in the UK and the risk of exposure is low. However, we appreciate that the situation has been developing quickly so we have included some information below that we hope will answer some questions that you may have.

Taking measures to reduce virus spread

We are keen to ensure that all employees maintain high levels of hygiene to keep the chance of contamination to an absolute minimum. The risk of contamination in the UK is low, however, as a precautionary measure, please ensure that you follow the following guidelines from the World Health Organisation on infection control. These are familiar to all of us working in food and with the general public but a step up in frequency should be actioned.

- **frequently** clean hands by using alcohol-based hand rub or soap and water
- when coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and **wash your hands**.
- Avoid touching your eye, nose and mouth
- Keep at least one metre away from anyone coughing and sneezing.

Washing of hands must be thorough and cover the whole hand – between the fingers and between the index finger and thumb are the most often missed areas. To ensure that you wash thoroughly sing Happy Birthday through twice (to yourself or out loud!)

Keeping us updated on travel plans

We know that some of you will have plans to travel in the near future, including pre-booked holidays. Certain countries have been identified as having been severely affected by the virus and we would ask that you consider, for your own health reasons, whether your travel is necessary. If you do travel, please let your manager know of the countries you intend to visit so that we can manage your return appropriately. Additionally, please keep yourself up to date on the countries which require self-isolation upon return. If you would like to cancel any pre-booked annual leave, please speak to your manager.

Self-isolation

The Government is currently advising people to self-isolate if they have recently returned from certain countries even if they have no symptoms, which means staying at home and not having contact with other people. In the event that this applies to you, you must not attend work during the isolation period. You must contact your manager as soon as possible by telephone to let them know that you have been required to self-isolate and you must

keep them updated on any developments. Where feasible, we may consider whether we can agree a period of paid annual leave if this is something you would prefer. Where no other agreement is made you will be on authorised absence and this time off work will be treated in accordance with our normal sickness absence policy and you will receive statutory sick pay subject to normal qualifying criteria.

If you return from an area which does not require automatic self-isolation, and you have no symptoms, you should attend work as normal. If you do have symptoms on your return including a cough, fever or difficulty breathing, you should self-isolate, call 111, and also follow our normal sickness reporting procedures. You will be treated as being on sickness absence.

Contracting the virus

If you develop symptoms at any time, you should call 111 and follow the advice given to you, keeping us updated as to your condition. If it is confirmed that you have contracted coronavirus, your time off work will be treated in the same way as any other sickness absence. Please note that you must comply with our normal rules on sickness notification.

School etc closures

If your child's school closes, and you must remain at home whilst you make alternative arrangements for your child's care, this time will be treated in accordance with our normal rules on time off for dependants. This time off will be managed according to the normal rules and will be unpaid.

If you have worries or concerns about any aspect of the current situation, you have access to a 24-hour government website <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

We do not wish to cause any worry in sending this information and appreciate that there is a degree of hype and panic being circulated. We will continue to monitor developments to the situation and will provide updates where necessary. Please do not hesitate to contact me if you have any queries or concerns about this information.