

## COVID-19 (Coronavirus) Statement

The COVID-19 (Coronavirus) outbreak continues to grow and we have now entered the delay phase of the government's plan to manage the spread of the virus.

Clearly the Health and Safety of our staff and Business Partners is of utmost importance to us but we also need to consider the implications upon our supply chains and continually review our business continuity plans.

We are issuing regular updates to our staff including:

- The need to self-isolate for 14 days, if they return from an area deemed to be 'highly affected' by the World Health Organisation (WHO) rather than return to work
- Anyone with a "new, continuous" cough or high temperature to self-isolate for 7 days
- The need to follow the Public Health England (PHE) recommendations to help prevent people from catching and spreading Coronavirus:
  - Cover your mouth and nose with a tissue or your sleeve (NOT your hands) when you sneeze;
  - Catch it, Bin it, Kill it
  - Put used tissues in the bin straight away;
  - Wash your hands with soap and water frequently – also use hand sanitiser gel where available;
  - Trying to avoid contact with people who are unwell;
  - Clean and disinfect frequently touched objects and surfaces;
  - Do not touch your eyes, nose or mouth if your hands are not clean.

Our Business Continuity Team meet regularly to discuss the potential impact of COVID-19 and how we can minimise the impact of the virus on our staff, remain fully operational and meet our Customers' needs.

We are introducing a series of additional measures to help reduce the risk of spread of the virus within our employees:

- Increase regular communication on protective measures and good hygiene practices to all employees
- Increased cleaning regimes have been introduced throughout the business
- Regular sanitisation of contact surfaces has been introduced in high traffic areas
- Sanitising foam/gel and disposable tissues have been made widely available to staff so that they can follow the good hygiene practices.
- Restricting access to office and canteen facilities for non-Camerons employees and site visitors
- Off-site visits by our employees to major third party events have been stopped, except for those deemed to be business essential
- Contracted works will be limited to essential works and Contractor employees coming to our sites will be asked to complete a questionnaire to identify persons at higher risk of carrying the virus. Any such person will be refused entry
- All non-essential meetings cancelled and Where possible, our employees are being asked to maintain contact with our business partners through use of technology

We are introducing a series of additional measures to help ensure the operational continuity of our business including:

- We are building detailed resilience plans to cope with reduced personnel, considering critical staff that may become unavailable if schools are shut.
- Segregating critical members of staff to reduce the risk of multiple absences within one department
- We are planning for extensive home working across the business where possible and are taking steps to ensure homeworkers can connect to the required services. If required, all persons that can work from home will be asked to do so.
- Working with supplier partners to review their business continuity plans
- Managing raw material and finished goods stocks to provide contingent availability

The Business Continuity Team will continually review the strategy based on Government recommendations as and when they happen, with their paramount aim of ensuring any business disruption is fully mitigated

Should you wish to discuss these measures in more detail then please get in touch with your key management contact.

**Chris Soley**

**Managing Director**

13<sup>th</sup> March 2020