



Salt Separation Services

BUSINESS CONTINUITY PLANNING – COVID-19

As you are all aware the Coronavirus is spreading rapidly throughout the UK and the rest of the world.

This document has been prepared to provide information on the status of our business continuity planning activities related to the outbreak of corona virus.

We have been closely monitoring the situation and HM Governments guidelines to determine and recognise the potential risks as a result of the virus.

Given the pandemic status of this virus the Management team have been meeting regularly to focus on making decisive, informed actions to prioritise the health, safety and wellbeing of our employees, customers and suppliers whilst minimising the disruption to the business and day to day operations.

Customers

Our intention is to keep the business open unless we are mandated to close. Our commitment to our customers includes maintaining close communication to ensure that we can meet our contractual obligations and cause minimum disruption to the products and services we provide.

The decision has been made to facilitate home working where possible and to promote good social distancing at our works to ensure continued support.

Contact can be made either by email or phone and if someone is absent, the management team will make provision for emails to be dealt with in an appropriate manner by another team member.

Production

Our manufacturing team is currently fully operational, should absence become prevalent due to the pandemic we will be flexible and prioritise work accordingly.

Supply Chain

We remain committed to maintaining the flow of products to mitigate business disruption, as such we are monitoring the impact to our supply chain, and our supplier's continuity planning efforts at this time to minimise the impact.

Visitors and Deliveries

All meetings either at our premises or external, should be cancelled unless they are deemed critical to the operation of the company (if unsure, advice from a manager should be sought).

Delivery drivers, will be encouraged to load/unload all goods in the yard, and will be prevented from entering the buildings.

Travel & Service Work

Effective immediately all site work is limited to critical work only, this will be risk assessed on a case by case basis as appropriate to determine whether it is business critical. Priority for services will be provided to support military vessel deployment, power generation, pharmaceutical and food production.



Salt Separation Services

All foreign travel is suspended until further notice as per guidance provided by the FCO.

Technical support will be provided from remote locations to allow continued support.

Maintaining A Healthy Workplace

As the safety of all our employees is of paramount importance, for the prevention and control of the virus, we would like to clarify that the following has been communicated to all staff;

With immediate effect:

- If you suspect that you have the symptoms of the Coronavirus, advise your manager or supervisor immediately, do not come to work, check the NHS website for advice.
- Employees must immediately notify their manager or supervisor if they have come into contact with any person with the virus.
- All employees are to advise their manager or supervisor of all international travel, business and personal.
- All managers/supervisors must report sickness absence as soon as advised and complete back to work interviews immediately on the employee return from absence.
- Anyone with an acute medical condition that has a high risk of catching the disease or maybe effected more severely must advise their manager/supervisor.
- Respectfully decline shaking hands with colleagues and visitors.
- Paperwork from overseas drivers are to be collected by employees wearing protective disposable gloves and placed in a sealed bag. Used gloves must be disposed of immediately.
- Use hand sanitisers where available and wash your hands regularly.
- Everyone should disinfect their own work desks and equipment each day. The priority should be for items that are handled regularly with uncovered hands.
- To assist with social distancing members of staff from the workshop and fabrication shops should refrain from entering the main office. Contact should be by phone.
- Some members of staff will be asked to work from other work stations or home to create better social distancing were possible.

The situation will be monitored on an on-going basis and any changes to these instructions will be communicated. To ensure you have the latest information on the Coronavirus, please actively visit the World Health Organisation's website: <https://www.who.int/health-topics/coronavirus>

Other measures we are planning to implement over the coming weeks are as follows:

- Staggered lunch time to reduce congregation of staff and maintain separation.
- Temperature monitoring and logging of staff at the start of the working day.
- Investigate further possibilities of home working.
- Increased separation in both the offices and workshops where practicable.
- Reinforcing good hygiene practices.

Signed:

Nicola Lawler
QHSE Manager

Leigh Connor
Spares & Service Manager