

# Keeping You Informed and Safe As We Return to the Workplace

As more of our facilities around the world reopen, we've established clear processes and protocols to help us ensure we are operating safely under our new normal. Health and well-being remain our top priorities and we will not waiver in our focus on keeping our employees safe as we return to work.

That said, as more and more communities reopen, and we return more people to our workplaces, we may have situations where colleagues are diagnosed with COVID-19. We have established detailed plans for how to respond—leveraging guidance from public health authorities—and we will continue to follow those protocols carefully and consistently.

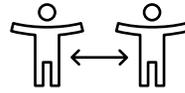
We have carried out a COVID-19 risk assessment and published an outline of our practices to the COVID-19 SharePoint website. We'll continue to update this site as our understanding of the virus expands and new guidance emerges from public health authorities.

We are committed to keeping our employees informed as we continue on this journey and want to be sure all business stakeholders have the information they need to feel safe when returning to work.

Contact: Becci Ricardo  
Mobile: 07703 322399

## Protocols and Processes

We confirm we have complied with the government's guidance on managing the risk of COVID-19



### Physical Distancing

We implemented staggered shift times, one-way traffic flow, and six-foot/two-meter spacing visual markers throughout our buildings. We redesigned cafeterias and break areas to limit seating, and installed protective shields between work areas on the production line.



### PPE, Health Management, and Cleaning/Sanitation

Facial coverings and temperature checks are required for everyone in our facilities. We added signage and visual reminders to check your health. We're also providing additional cleaning supplies, hand sanitizer, hand washing stations, and we are regularly disinfecting and deep cleaning work areas.



### Working From Home

We are staying connected with our employees who are working from home through virtual meetings and calls.