



Coronavirus / Covid 19 Statement – Revised 17th March 2020

Inline with current advice, we have issued instruction to all staff regarding self hygiene and introduced extra cleaning regimes at work stations, on machines etc, also adding hand sanitising points. We have advised around not "sharing" food and are advising that staff make their own drinks until the situation eases. We have issued these instructions via e-mail and handouts. We are also monitoring any travel plans staff may have in regards to visiting any perceived "hot spots". We also remind all staff to be aware of the current symptoms advice and how to proceed should anyone be unfortunate to contract the virus.

We are currently monitoring the need to change any procedure regarding goods in, although it seems that delivery drivers are adapting their own policies! Most deliveries are from UK suppliers and at this time we see no need to change our procedure. The health and safety of our staff is of primary concern to us and we sadly advise that we will not be accepting any visitors, nor we will be making any site/sales visits, with our Sales Team now working from home, they can be contacted via your usual method, we remain very much "business as usual".

The nature of our production, means that offering a work from home opportunity is not possible to other staff, the layout of our production and offices does mean that in all cases machines and work stations are well above 1 mtr. apart.

We are currently in communication with suppliers, both to review their systems and actions, but also from a supply chain point of view, at this time we have not been alerted to or have any concerns here, again, we continue to monitor and keep in close contact with all suppliers. Should we feel the need, we may look to increase raw material stock.

In the event that we do suffer multiple cases of either "self isolation" or the virus itself, we have a robust Disaster Recovery Plan which we have recently reviewed, confirming all details. You can view our Disaster Recovery Plan (and other policies and certificates) here

– <https://www.securalabels.co.uk/slavery-policy>

We will continue to monitor advice and the general situation and update as required, but do advise that it is business as usual and we are here to support you as best we can.

