

# COVID - 19 STAFF POLICY

10th March 2020

The UK Chief Medical Officers have raised the risk to the public from low to moderate.

Impamark is committed to ensuring that we reduce the risk of COVID-19 to our customers, staff and supply partners. Furthermore, we are taking action to ensure that we are best placed to reduce the risk of any supply issues to our Customers

This plan will change in line with government and NHS guidelines.

## STAFF POLICY & RECOMMENDATIONS FOR COVID 19 PREVENTION

1. If you have been in contact with someone with coronavirus or have returned from a CATEGORY 1 INFECTED AREA (after 19th February) identified by the government as high risk and you are feeling unwell with a cough, difficulty breathing or fever, stay at home and use the NHS 111 online coronavirus service or call NHS 111.
2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to. Always wash your hands when you get home or into work
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
5. Try to avoid close contact with people who are unwell

At the current time and based on our understanding of what is known of COVID-19 and other similar respiratory viruses, it is likely that older people and those with chronic medical conditions may be vulnerable to severe disease. As more information emerges, recommendations may change.

Health professionals are working to contact anyone who has been in close contact with people who have coronavirus.

### Category 1 Areas

Wuhan City & Hubei Province China  
Iran

Daegu or Cheongodo (Republic of Korea)  
Any area within Italy under containment measures

## **Category 2 Areas**

Cambodia  
China (except those areas already highlighted in category 1)  
Hong Kong  
Italy (except those areas already highlighted in category 1)  
Japan  
Laos  
Macau  
Malaysia  
Myanmar  
Republic of Korea (except those areas already highlighted in category 1)  
Singapore  
Taiwaan  
Thailand  
Vietnam

## **Symptoms of coronavirus**

The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

## **How coronavirus is spread**

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food.

## **How to self-isolate if you're asked to**

If there's a chance you could have coronavirus, you WILL be asked to stay away from other people (self-isolate).

- Any employees that are showing any symptoms will be instructed to self-isolate for a period of 2 weeks

This means you should:

- stay at home
- not go to work, school or public places
- not use public transport or taxis
- ask friends, family members or delivery services to do errands for you
- try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food

You WILL need to do this for up to 14 days to help reduce the possible spread of infection.

## **Treatment for coronavirus**

There is currently no specific treatment for coronavirus.

Antibiotics do not help, as they do not work against viruses.

Treatment aims to relieve the symptoms while your body fights the illness.

You'll need to stay in isolation away from other people until you've recovered.

## **IMPAMARK ACTION PLAN WITHIN THE WORK PLACE**

Impamark has a robust plan to ensure that we can continue to operate following any issues with COVID-19:

We are fortunate we work across two sites, in two countries, with a small work force based in each, in remote areas and we are extremely unlikely to be affected. However we all come across people at work and socially who work in more populated places and so we need to take extra special care to keep safe by following the government guidelines above.

In addition we must endeavour to keep our work spaces clean by wiping our phones, desks and computers each day with antibacterial spray, as well as cohabited areas such as kitchen spaces etc

All core functions are equipped and able to work remotely and will do so following any confirmed COVID-19 cases within our employees

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### **IMPAMARK SUPPLY PARTNERS**

All Impamark's supply partners have been asked to confirm that they are following the NHS and UK Government guidelines regarding COVID-19. We have also requested that they notify Impamark of any confirmed cases of COVID-19 within their staff immediately

Importantly, Impamark is uniquely able to ensure continuing supply during this time utilising its network of supply partners across the UK, Europe and Far East with two or more potential suppliers covering all product areas.

However depending on the severity of the ongoing situation over the coming weeks/months it may be that there are circumstances beyond our control leading to delays of deliveries. But should this arise, we will keep our clients abreast of the current situation at all times.

Nicky Crisp

Managing Director

10.03.2020