

- All high risk colleagues have been identified and are working remotely where possible.

- Following the official government guidelines all floor space has been taped into 2 metre distances and keeping different teams and shifts apart so to reduce their interaction.

- We have the use of a temperature thermometer and all staff entering site are being scanned, any high temperature will be sent home to take the NHS 111 Online questionnaire. To date we have not had to do this.

- Any colleague who feels they are at risk or apprehensive after hearing any Government updates are allowed to go home.



- All stations and offices have got anti-bacterial gel and nitro gloves and are available for all colleagues to use.

- Breaks have been staggered to reduce the number colleagues together at any one time. All tables have a notice on reminding colleagues to sit two metres apart.

- We have full body suits in first aid room in case we have a colleague who needs medical attention, all first aiders have been issued with Instructions on how to deal with emergencies there is also a copy in the first aid room.

- Advisory signage is in place across the workplace and we regularly update and circulate our internal colleague FAQ's document, we also have an internal HR Officer on site to answer questions face to face.