

JPR Group policy statement regarding COVID-19 Coronavirus

16/03/2020

With the evolving situation regarding the COVID-19, JPR Electronics Ltd have issued our staff members with the following guidelines which we set out below:

Staff Safety

- Self-Isolation will be insisted for the following:
 - Anyone showing symptoms of the virus including a sudden and persistent cough or high temperature
 - Anyone waiting for a COVID-19 test result
 - Anyone who has travelled from an area of high infection
 - Anyone who has had close, physical contact in the previous 14 days with someone who has tested positive for coronavirus
 - Anyone who is pregnant
 - Anyone returning from a holiday in an affected area
- Maintaining high standards of hygiene remains critical. **Regular, thorough hand washing** (hot water and soap) and sanitising is encouraged, and actively supported (see practise good personal hygiene posters around the building)
- Colleagues should not shake hands or have any physical contact in the workplace.
- To further protect the health and wellbeing of our colleagues and our business partners we will **not be accepting external visitors on our business sites until further notice.**
- All business-related international and non-essential domestic UK travel will cease until further notice.
- Colleagues must inform us if they have had close, physical contact in the previous 14 days with someone who has tested positive for coronavirus.
- Large gatherings/meetings of employees will be avoided.
- Meetings will be minimised, telephone and video conferencing utilised where can be and otherwise meetings kept brief and in small groups with **safe distances** between colleagues respected.
- External conferences and exhibitions must not be attended.
- To further protect the health and wellbeing of our staff and business partners we will not be arranging meetings with customers or suppliers.
- **Couriers will still be allowed to collect, deliver but our staff have been asked to avoid physical contact as much as possible and request the driver stays within his own vehicle other than providing access to goods.**
- To assist with ongoing health, wellbeing and business continuity, where possible, staff will be working from home.
- We are supporting our colleagues where they are ill, self isolating, caring for someone who is ill or having issues with school closure by being as flexible as we can.
- All staff are encouraged to follow Government guidelines at www.gov.uk

Business Continuity Plan

- We have a business continuity plan which is being updated as the situation changes. We will communicate with colleagues as regularly as necessary to keep them and our business partners informed of any policy changes.

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