



EASTERN
TRANSFORMERS
& EQUIPMENT LTD

Coronavirus (COVID -19) Business Continuity Plan

INTRODUCTION

Although the number of reported cases of coronavirus in the UK are low, the situation is quickly evolving. As such, we have developed this continuity plan to provide clear guidance on what we are doing and will do if the situation changes

This policy follows the guidance given by the government and other legal entities, as the situation evolves this policy will change to reflect the latest official guidance.

THE SYMPTOMS

The symptoms include a fever, cough and shortness of breath. Some people may suffer from a mild illness and recover easily, while in other cases, infection can progress to pneumonia. Reports suggest that the elderly, those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Symptoms can appear in as few as two days after infection or as long as 14 days

THE VIRUS

The virus is most likely to spread from person to person through:

- direct contact with a person while they maybe infectious
- contact with droplets when an infected person coughs or sneezes
- touching objects or surface that were contaminated by droplets from secretions coughed or sneezed from an infected person with a confirmed infection.

BUSINESS TRAVEL

Overseas: We will follow the relevant official guidance for any overseas travel in particular with due regard any travel restriction applied by the host countries and or our own government led guidance.

Staff returning from affected areas: We have had no staff return from the current restricted countries list and therefore no quarantined or self-isolation procedures are necessary.

Our current prevention and containment processes within the business have been planned to minimise business risk through loss of workforce and therefore minimise supply chain disruption.

BUSINESS CONTINUITY PLAN - DETAIL

NORMAL OPERATIONS MAINTAINED

All staff have been briefed on the symptoms of the virus and have been made aware of our business-imposed isolation, self-isolation procedures.

STAGE 1

Currently sales teams and delivery drivers have no imposed restrictions. Host organisations are to be contacted prior to departure to ascertain any processes or procedures required on entry to the premises.

Staff have been issued with hand sanitiser and enhanced personal hygiene has been discussed.

Notices will be placed on entry points into the premises with hand sanitisers provided for general use.



Any staff reporting any symptoms related to the virus are advised to remain at home and not attend the workplace for the recommended isolation period.

Delivery delays or production delays: During this stage it is not envisaged that there will be any delays in production or delivery, however, our supply chain will be kept informed of any circumstances that affect planned dates.

RESTRICTED OPERATIONS INITIATED

In the event that official guidance requires workforce restrictions or a number of confirmed cases are reported by staff members the company will reduce operations to a skeleton level. Where possible, departments will reduce to a minimum working capacity without affecting the health, safety and welfare of the staff involved, if this cannot be achieved the department will be closed.

STAGE 2

Where a number of cases has been reported the company will commission a deep clean to be carried out within the premises. During this period the business premises will be closed. A manager will be present during this process and will take the appropriate personal precautions as advised by the deep cleaning company.

Essential business services will be continued from remote locations (Home) with full access to data systems and telephone systems.

Delivery delays or production delays: During this stage there may be unavoidable delays in production or delivery, however, our supply chain will be kept informed of any circumstances that affect planned dates.

CLOSURE OF BUSINESS

Should official guidance and or a number of cases are reported by staff members the company may temporarily close the business.

Essential staff will continue to operate from remote (home locations) using our cloud-based data systems telephone and conference call facilities.

The impact of a serious outbreak of Coronavirus on our business could be catastrophic if there is not an appropriate plan put in place.

STAGE 3

Key to the effectiveness of this business continuity is a well-informed workforce with clear spread preventative measures implemented early enough to reduce the likelihood of the virus entering the workplace.

Delivery delays or production delays: During this stage there will be delays in production and delivery, home working essential staff will remain in contact with our supply chain and provided updates on remobilisation.

Signed on behalf of Eastern Transformers & Equipment Ltd

Nick Cracknell

Managing Director

11th March 2020