



CORONAVIRUS (COVID-19)

BUSINESS CONTINUITY PLAN

INTRODUCTION

Although the number of reported cases of Coronavirus in the UK are low, the situation is for ever changing. 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 a 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 surfaces that were contaminated by droplets from secretions coughed or sneezed from an infected person with a confirmed infection.

BUSINESS TRAVEL

OVERSEAS: We will and have followed the relevant official guidance for any overseas travel in particular with due regard to any travel restrictions.

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. We have one young employee who has returned to Madrid, Spain to be with his parents. They are not infected but understandably have requested his presence.

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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 asked to show extra hygiene throughout the workplace. Notices will be placed on entry points into the premises. Any staff reporting symptoms related to the virus will be advised to stay at home for a minimum of 14 days for a period of isolation.

Delivery delays or production delays during this stage may be affected, however, these will be kept to a minimum. All such delays will only be as a result of getting materials in, staff to use the materials and delivery companies.

RESTRICTED OPERATIONS INITIATED

In the event of official guidance requires workforce restrictions or a number of confirmed cases are reported by staff members the Company will reduce operations to skeleton levels. 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 number of cases has been reported the Company will commission a deep clean of the premises. During this period the Company will be closed. A Manager will be present during this process and will take the appropriate personal precautions to ensure the cleanliness of his department is sustained.

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

Delivery & production delays may be unavoidable, and we will do our best to keep all parts of the supply chain informed.

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CLOSURE OF BUSINESS

Should official guidance and a number of cases are reported by staff members the Company will temporarily close the business.

Essential staff will continue to operate from remote locations (home) using our cloud-based data 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 or production delays during this stage will be inevitable. We will attempt to keep all informed on these delays and contact will made throughout once normal operations are resumed.

Signed on behalf of Lester Control Systems Ltd.

Stuart Davidson

Managing Director

17th March 2020

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