

## **Novel Coronavirus Policy**

The ongoing situation regarding the novel coronavirus (COVID-19) continues to develop rapidly and there is an increased risk that it could impact us as individuals and as teams, affect Bright A Blind Limited operations in the UK and as well as impact on our clients and supply chain.

It is important that we take measured and appropriate preventative actions to ensure that we remain safe and well and to ensure business continuity as far as is practicable. Like all responsible businesses, we are closely monitoring the situation and this document outlines our policy at this stage.

### **What we are doing as a company**

- In line with guidance provided by PHE and the NHS, Bright A Blind Limited have implemented a mandatory 14-day “work from home” self-quarantine policy for all employees who have travelled from Mainland China, Singapore, South Korea, Cambodia, Hong Kong, Japan, Laos, Macau, Malaysia, Myanmar, Taiwan, Thailand, Vietnam and the region of Northern Italy: travel restrictions are updated regularly and are subject to change in line with recommendations from the UK Government. As of writing this policy none of our staff have been to any of these areas.
- All non-essential business air travel has been restricted until further notice to the locations above.
- Each team has a set of tools & equipment for their own use that is non-transferable between teams.
- Each team has a first aider & all teams issued hand sanitisers and PPE where required.
- We have put in place provisions to ensure business continuity in the event of individuals needing to self-isolate or government actions restricting travel or access including remote working from home.

### **What you should do as an individual**

Obviously, we all need to do our utmost to avoid possible infection and individuals should follow recommendations from the NHS and other Government bodies.

- Frequently and thoroughly clean hands with an alcohol-based hand sanitizer or, ideally, soap and water: wash thoroughly for a minimum of thirty seconds.
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands.

- Avoid touching your eyes, nose or mouth.
- Avoid close contact with anyone who has a fever or cough.
- If you feel you are suffering from flu-like symptoms that could be COVID-19 (such as respiratory symptoms, fever, cough, shortness of breath or breathing difficulties) contact your local health advisory service: the quickest access to advice is by calling the NHS advice line on 111.
- Basic information on symptoms, NHS advice on precautionary actions and steps to follow if you believe you are suffering from symptoms are also available at:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

We are aware that certain clients may have their own additional company or building-specific policies and please ensure that you follow any such advice provided that it does not conflict with Bright A Blind Limited guidelines.



Signed:

Mike Felt

Position: Managing Director

Date: March 2020