

CORONA VIRUS 2019-nCoV STATEMENT



EXECUTIVE SUMMARY OF PROTECTIVE MEASURES WE HAVE IN PLACE

The measures we have put in place are designed to take care of our colleagues at Muntons and our partners in the supply chain. We have aligned our guidance with the UK government advice to ensure that we play our part in helping contain and delay the spread of the coronavirus.

Business Continuity

Muntons has a robust Business Continuity (BC) plan in place that has been tested previously in live scenarios. The BC committee has met to consider a wide variety of risks including workforce availability; home-base working; raw material availability; shipping. We meet at least twice a week to check and confirm that our measures are appropriate. *Production continues as normal but there may be some transportation issues*¹

UK Lockdown Controls

- The UK government announced lockdown restrictions from Monday 23rd March for at least 3 weeks
- This confines everyone in the country to stay in their homes unless they are key workers and they cannot effectively work from home.
- Key workers include: Food chain workers, including those involved in production, processing, distribution, sale and delivery of goods. Hence Muntons is classed as a food producing business and we are allowed to continue manufacturing
- We have minimised the number of production staff required on site but continue to work as normal
- All office staff are set up to work from home and we are following the UK government guidelines to work from home unless absolutely essential.
- We have a dedicated website for communicating information to staff that is regularly updated

Staff working arrangements

- As many of our staff as possible are working from home. They can still be contacted using the contact details (phone and email) that you already have. Please contact your usual sales manager if you have any issue contacting our customer support teams.
- Production is continuing as normal because the number of staff on site is very much reduced, so the risk to production team members has been minimised
- We are also just introducing the non-contact measuring of the temperature of everyone who comes onto site to stop those with high fever entering.

¹ **Haulage controls:** All supply partners delivering Muntons product to customer sites have the following in place: Driver testing (temperature) before starting shifts; Enforced sick leave for anyone showing symptoms or living with others that are showing symptoms; Limiting social contact and non-essential work travel; Staff working from home where possible to limit contact with drivers; Increased flexibility regards delays due to lower staffing numbers at some sites; Fast, open and honest communication regarding any loading/delivery issues; Adherence to both Muntons and their customers Covid-19 site procedures; All hauliers are committed to providing a vehicle and driver for each and every order, as long as it is safe and acceptable to do so.

Road haulage: We are currently not experiencing any increased notice periods or cancellations from hauliers, but we are monitoring the situation closely. Country borders across Europe are still open to the commercial transport of goods (despite being closed for tourism) and therefore we don't envisage any delays resulting from border closures at the moment, but the situation is ever-changing.

Ocean freight: We are experiencing significant issues with vessel availability caused by the disruption in China impacting the Far East transshipment ports. Lead times for vessel space is currently 6-7 weeks. We are doing everything we can to mitigate this issue by working closely with the shipping lines to secure space, searching for alternatives and keeping our customers updated.

On site Infection control

- We have washroom control facilities into our manufacturing areas
- We have increased the number of virucidal hand gel stations in all our offices and reception areas
- Staff are required to self-isolate if they have been in contact with anyone who has been confirmed as having covid19 or have developed symptoms themselves
- Posters showing how to minimise the chances of cross-infection are displayed at Reception areas and on our intranet
- We have instructed staff to avoid personal contact such as handshakes, kissing, hugging
- We are limiting face to face meetings to short duration on site and using a 2m separation rule and ensuring rooms have good ventilation
- Staff are encouraged to work from home if they can and we have increased the technology available so that more people than usual can work from home

Visitor Control

We are applying these controls even more strictly during the lockdown period.

- Visits on or off site that are non-essential will be arranged by video conference or telecon or postponed to a later date. Only business critical visits are allowed by approval of our senior team and under strict controls
- If a visit is approved in exceptional circumstances visitors are required to read and sign a declaration that they have had no contact with anyone who has been confirmed as having covid19 and do not have any symptoms (persistent new and unproductive cough and high temperature) themselves
- These controls apply to all visitors, hauliers and other delivery drivers coming onto site
- A special risk assessment has been made for our plant in Thailand because it is itself a high-risk area. Restrictions from visitors from other high-risk countries are in place. All staff and visitors to the plant are screened for temperature and are not allowed in if their temperature is above 37.5C

Food Safety

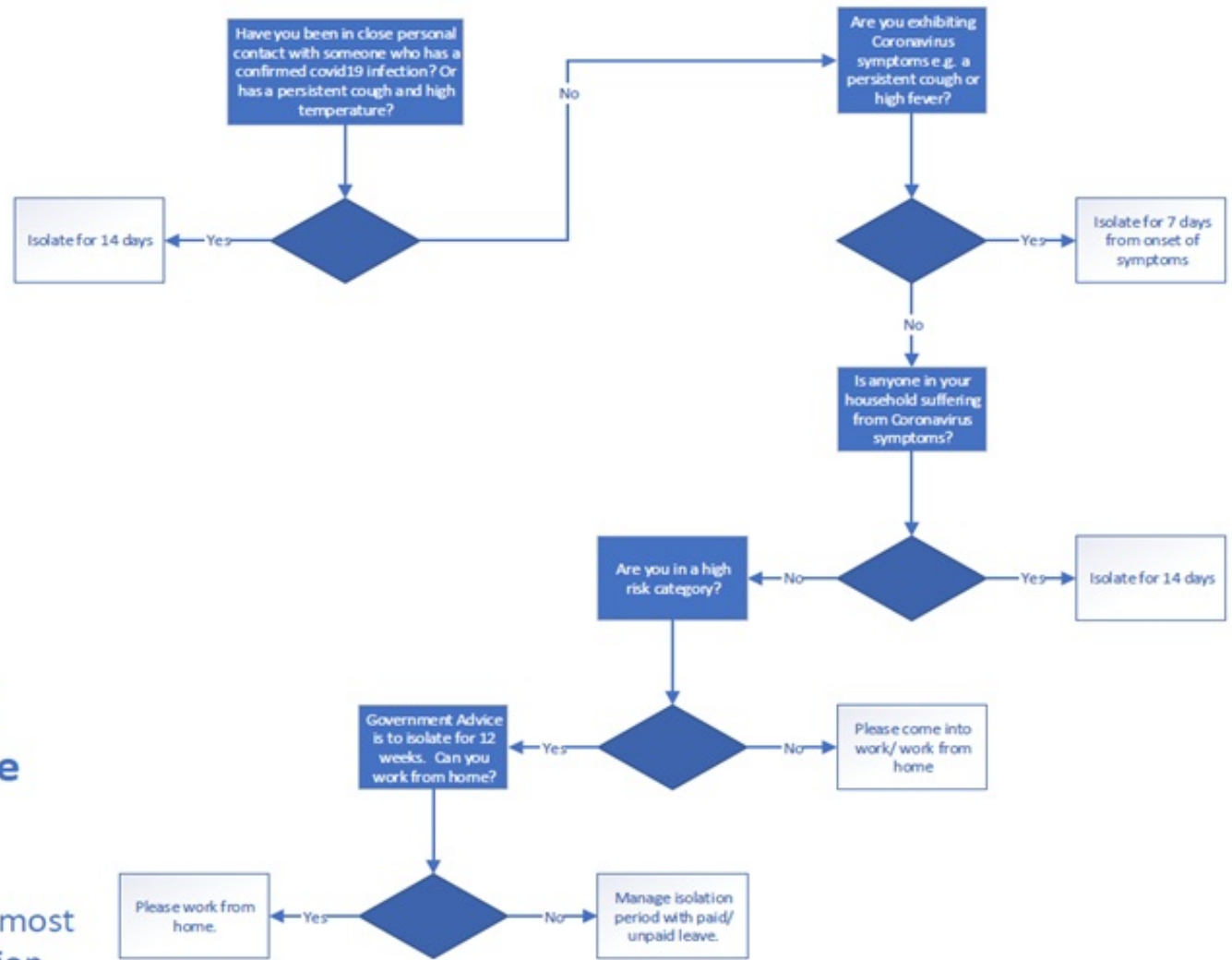
The *European Food Safety Authority* (EFSA) has stated that food is not a mode of transmission for the infection. Therefore, from a food safety perspective there are no special controls recommended and good general hygiene including frequent handwashing and use of alcoholic hand gel is sufficient to protect against any risk to food hygiene.

Managing employee sickness

The UK government advise that there is no need for any special arrangements if covid19 is suspected in the workplace. Muntons is monitoring the temperature of everyone coming onto site hence nobody will get onto site with an elevated temperature. If anyone on site starts to feel unwell they are a low risk but will be sent home immediately. The UK government advice is that the factory and other workers need no special precautions:

- If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home.
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.
- It is not necessary to close the business or workplace or send any staff home unless government policy changes.

Self Isolation Decision Tree



Coronavirus Absence Advice

Please start from the most relevant blue question square.

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