

Guidance Information - Coronavirus (COVID-19)

Michelmersh have been monitoring the developments with corona virus, Michelmersh wish to treat this as any other health and safety issue and protect our employees, customers and stakeholders to the highest possible degree, as such following the Prime Ministers instructions on the 23rd March 2020 we decided to undertake further responsible measures over and above that which is currently being asked and instructed the safe and orderly suspension of our deliveries and production.

We would like to reassure you that we are continuously monitoring the situation, the restrictions are under constant review and we will be sure to recommence our production as soon as it is safe to do so.

How can you assist us:

- 1) ensure contact numbers and emergency contact details are up to date on Cascade
- 2) Follow government guidance and stay at home
 - Only go outside for food, health reasons (we have eliminated the need for you to leave the house for work purposes)
 - Stay 2 meters (6ft) away from other people
 - Wash your hands as soon as you get home
 - Do not meet others, even friends and family. You can spread the virus even if you don't have symptoms.
- 3) do not participate in the spreading of false coronavirus information, checking official sources such as <https://www.gov.uk/coronavirus> will ensure you have the right information to protect yourself and save lives.

By following the above and official government guidance you will be helping to not only aid us in returning to normal practice as soon as possible but you will be saving lives.

Mental Health

Another key area to be aware of is our own mental health and trying to keep strong mentally through this time, recent guidance is clear about the need for people to stay at home. If you are feeling anxious it might help to think about potential challenges and make a plan for them.

In recognition of the unprecedented challenges which the outbreak and extended periods of self-isolation can pose, Public Health England has published new online guidance setting out principles to follow to help people to manage their mental health during this difficult time, such as:

- maintaining contact with friends and family via telephone and video calls, or social media
- keeping a regular routine and sleeping pattern
- focusing on a hobby or learning something new

Should you be experiencing difficulty during isolation in getting necessities such as collecting prescriptions then please do reach out to your manager and they will look at ways to assist you. It is only by working together and complying with the governments instructions that we will overcome this.

Cleaning:

COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes.

It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19).

Fortunately, normal cleaning methods do kill this virus. Cleaners and caretakers play an important role in keeping people in their buildings protected, and are on the frontline in the battle against coronavirus (COVID-19) to keep staff, customers, and particularly the most vulnerable safe.

Despite normal cleaning methods being sufficient, we shall be arranging for a deep clean prior to recommencement of operations of what we consider to be high risk areas within our premises, these include but are not limited to offices and meeting rooms, welfare facilities and clock in areas.

We thank you all for your cooperation during this time and we will endeavour to **keep** employees updated on actions being taken to reduce risks of exposure in the workplace.