

CORONAVIRUS PREVENTATIVE MEASURES & ADVISORY BEST PRACTICE

Dated: 19.03.2020

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Recommendations from the NHS

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://111.nhs.uk/covid-19/>

Hygiene

- ✓ Wash your hands with soap and water often – so this for at least 20 seconds
- ✓ Always wash your hands when you get home to into work
- ✓ Use hand sanitizer gel if soap and water are not available
- ✓ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ Put used tissues in the bin straight away and wash your hands afterwards
- ✓ Try to avoid close contact with people who are unwell
- × **Do not touch your eyes, nose or mouth if your hands are not clean**

Self-isolate

Stay at home for 7 days if you have either:

- A high temperature – your feel hot to touch on your chest or back
- A new continuous cough – this means you've started coughing repeatedly

DO NOT GO to a GP surgery, pharmacy or hospital

You do not need to contact 111 to tell them you are staying at home.

Testing for coronavirus is not needed if you are staying at home

Stay at home advice

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

Code of conduct

Ensemble have released codes of conduct for personal safety and reducing contamination to all employees, suppliers and subcontractors.

Meetings

Ensemble have stopped face-to-face meetings, offering to hold meetings via telephone and skype. We are ensuring all documents are sent electronically rather than hard copy to reduce cross-contamination.

Showroom/Office

Our showroom is now closed.

We have set into motion the support and controls to enable all of our staff to work from home. All GDPR and business security is in place to ensure there is no difference or disruption in service. We will re-open the showroom/office when local and central Government advise safe and appropriate to do so.

Products (Manufacturing)

Werner Works products are made to order and immediately shipped. The manufacturing plant was already of the highest hygiene and cleanliness, in a tightly controlled environment. With the coronavirus situation, corresponding employee hygiene protocols have been instigated, and all products are disinfected upon dispatch.

Systemtronic products are manufactured, packaged and stored in warehouses. Therefore, the period is not conducive for the virus to be active on these products. Government directives on personal hygiene and handling have been instigated.

Luconi products are a mixture of made to order and standard components. All employee and manufacturing hygiene guidelines have been implemented to ensure products are disinfected upon dispatch.

Presently there are no component parts from the Far East where manufacturing has been severely disrupted due to the pandemic. Supplies of all products are at the usual leadtimes, if this changes we will communicate.

Installations

All of our installation engineers follow the coronavirus personal hygiene precautions. Self-isolation practices have been advised and agreed if any symptoms are present or the employee feels unwell.

All of our installation engineers carry full PPE equipment, plus hand sanitizers and additional gloves.

All vehicles have hand sanitizer available to use when entering or exiting the vehicle. Protocols with handling waste has been upgraded to ensure they only handle waste whilst wearing gloves.

The allocated Project Manager of each project will check with the customer any additional site precautions which need to be adhered to for the day of installation.

Our Project Manager will also enquire to ask if the site has had any coronavirus outbreaks, and will make an informed decision if the site is deemed safe or if the installation is postponed until additional measurements have been instigated.

Business Continuity & Communications

Ensemble are able to trade normally with all employees working remotely.

Any customers booked in for showroom visits will be communicated that the showroom facilities are now closed.

Phone lines, emails and skype will be available during office hours, with the two Directors Alix Boulet and Lara Savorelli available 24/7 for emergencies or coronavirus emergency notification.

Ensemble will follow all official advice released by local and central Government to ensure best practices at all times. If you would like any further information or a copy of our Business Continuity and Disaster Recovery Policy please do contact us.

Released by Alix Boulet & Lara Savorelli

Ensemble Directors

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