

## **B.B. Price Group of Companies**

### **Pandemic Statement**

Our organisation is dedicated to the protection of its employees, facilities, resources and to minimise the effects of pandemic on all its stakeholders. We are committed to ensuring that our companies can continue with all aspects of their critical processes during a pandemic and can resume to normal operations as quickly as possible afterwards.

As it is difficult to predict when the next pandemic will occur or how severe it will be, we have anticipated and planned our response to a worldwide or national emergency with a pandemic plan.

Under this plan the group shall:

- Use aspects of its corporate business continuity plan and pandemic plan for incident command and communications.
- Human resources will be responsible for monitoring the spread and impact of the disease and on escalation liaise with the plan's administrators.
- The pandemic plan administrators will determine when it is appropriate to activate the pandemic plan.

Upon activation of the plan the organisation shall:

- Focus on the continuation of the core business and support functions.
- Notify business partners and customers in the event of service levels being impacted.
- Personnel may be reassigned to support the demands of staffing shortages.
- Best practice for hygiene following official advice shall be employed.
- Notify co-workers, suppliers and service providers that the pandemic plan has been activated, what actions they need to take and how they may access the guidance and information provided by the group on what to do if they are sick.
- Advice on any restrictions on travel or access, social distancing.

#### **Contact us:**

Contact: - Christopher Price - Compliance Director

Tel: - 0121 550 1018

Email: - [chris@bbprice.co.uk](mailto:chris@bbprice.co.uk)

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### **Elements of our Pandemic Planning**

(1) Administrative Duties

We have established a chain of command with our pandemic response team who shall administer the company's response to both the threat of pandemic and an actual outbreak of pandemic. The team represents every company and aspect of our operations and draws on our communal resources to mitigate adverse effects as far as possible.

(2) Conditions and responses

Our company has identified various stages which may arise during a pandemic and our response for each. We consider understanding how a pandemic may start and develop essential to the effectiveness of our planning, these stages may include:

- Human infection but no or occasional human spread from close contact.
- Clusters of infection highly localised (suggesting a virus is not well adapted to humans)
- Evidence of a virus persisting in localised groups indicating it is becoming better adapted to humans (hence a risk of pandemic)
- Pandemic phase with increased and sustained transmission.
- Between waves.
- End of pandemic and return to inter pandemic period.

(3) Pandemic response plan

Summarising our pandemic plan the following responses shall be made:

- (i) Administrators review pandemic planning if news indicates a projected outbreak and continue to do so monthly or weekly as news becomes available of the type, location, causes of spread and predicted spread patterns become available.
- (ii) Establishing contact with public health providers websites to receive updates and bulletins as to the nature of the pandemic, its spread, control measures and current state of available facilities in the light of a developing crisis.

At this stage the company shall instigate:

- Communication with the workforce using documents / templates we have prepared for such emergencies these cover respectively : reporting of proposed travel restrictions, restriction of visitors on site, sanitization of communal areas, basic hygiene, resources provided, reporting in sick, procedures if you need to leave work, the nature of the virus / controlling it and company control measures.
- Practical cleaning and sanitizing measures, including use of appropriate disinfectants - using what is provided, cleaning rotas and cleaners reporting in sick or absent.
- Communication with suppliers.

- (iii) Risk management measures: Department managers using dedicated templates to record absentees including name, date of absence, short- or long-term illness, death. Temporary staffing plans, sick pay arrangements, submissions to directors. Directors' record overall departmental situations / losses to present overview of situation.
- (iv) Group human resources: the closure of a department or workplace will become an option when work can't continue because:
  - Materials / part finished work becomes unavailable
  - Site safety can't be maintained
  - Staff can't sustain a department
  - Department is without supervision / responsible person
  - The rate of contagion and high mortality rate make it impossible to continue.

Other aspects of human resources are:

Evaluation of employment payments including statutory sick payments, evaluation of care givers and bereavement leave. Reporting family crisis to department heads.

Using human resources from within the entire group to meet workforce shortfalls, hiring temporary or replacement workers. If personnel can't be re-assigned to make good critical departmental losses.

Stay at home policies for workers arriving at work feeling unwell.

Reporting departmental losses daily.

Emergency contact details of employees, stakeholders and sources of aid, which shall be reviewed and kept up to date.

Following up on sick employees, where employees are sick, they should report to the company weekly to update the information held by the company as to their likely return.

Evaluating employees returning to work, fitness for returning to work, deployment on lighter duties and support for employees and their families.

Logistics and transport arrangements.

- (v) Facilities:
  - Evaluating cleaning crews and additional personnel / training needs.
  - Daily cleaning checklists.
  - Replacing cleaning crew members if absent.
  - Professional decontamination options.
  - Provision of personal sanitizers.
  - Proper workplace ventilation.
  - Follow updates to cleaning protocols for workspaces, frequently touched surfaces, personal equipment and maintenance of cleaning equipment.

- (vi) Specific responsibilities and required actions - planning establishes:
- Who will lead the company's response as a situation develops
  - Who will report the company's financial position and allocate finances to react to the situation or liaise with customers and suppliers in respect of payments and receipts and provide overtime arrangements. Liaison with bank, HMRC and accountants.
  - Communication of news, latest responses, control measures, official medical bulletins.
  - Specific workforce communications at all levels.
  - Acknowledgement of pandemic threat to suppliers with requests for liaison and co-operation in respect of meeting agreed needs.
  - Meeting customer and mutual need through close liaison deadlines, order progress, update, closure in dire emergency and re-start arrangements.
  - Training and induction needs for reassigned new or transient staff and considerations for reassigning personnel
  - Provision of free personal protective equipment, basic first aid, education of good hygiene and use of other controls used to limit the spread of infection and vaccination programmes.
  - Workers travel arrangements.
  - Social distancing and travel policy to restrict travel to infected areas.
- (vii) Templates for issue of documents has been established so as to be immediately available subject to any specific information relevant and available at the time of issue. These include:
- Notice to all persons working, visiting or providing services on site.
  - Communication to all company stakeholders.
  - Communication to all company personnel.
  - Government advice in respect of pandemic/virus.
  - Working plan for workforce.
  - What to do if you are unwell.
  - Protecting yourself from the pandemic/virus.
  - Notice to suppliers.
  - Communication to customers.
  - Departmental report forms (absentees, capacity, shortfalls)
  - Absentee reporting and communication records.

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