

Coronavirus (Covid-19) – External

Statement last updated: 24/03/2020 V1.4 [Change control notes on last page](#)

This statement will be regularly updated as the latest advice from the Foreign and Commonwealth Office (FCO), World Health Organisation (WHO) and Public Health England (PHE) and other sources becomes available.

As the global situation and response to the COVID-19 outbreak continues to evolve, we will update on the latest position in the UK, EU, US and elsewhere, as well as provide the latest guidance on what individuals can do to reduce the chance of the virus spreading. We understand the concern that the emergence of the virus is causing amongst colleagues, clients and suppliers and will continue to communicate the most up-to-date advice as soon as possible.

There is further information on what to do if it is agreed that you need to "self-isolate" on the Government website.

The Government has announced

- UK
 - <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
 - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
 - <https://www.gov.uk/government/publications/coronavirus-action-plan/coronavirus-action-plan-a-guide-to-what-you-can-expect-across-the-uk>
- Scotland
 - <https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/>
- Wales
 - <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>
- Europe and US
 - Please follow your local advice and controls

The UK Government has announced the action plan for Coronavirus which has 4 principles; containing the virus, delaying its spread, researching it and mitigation of impact if the virus becomes more widespread.

To support that APS Group will implement the following:

What are APS Group doing?

Main Office and Production sites

- Hygiene
 - Follow the best practice on handwashing and personal hygiene shown on the posters around the business
 - When you first arrive onsite, wash your hands for minimum 20 seconds
 - Periodically wash your hands throughout the day every 2 hours minimum
 - Increase vigilance on cleaning throughout the business, all desks to be sanitised daily, enhanced kitchen controls
 - Incident management
 - Responsive incident reporting
 - Report any absence or illness related to the Covid-19 outbreak to Line Manager and HR
- Meetings
 - Any meeting that requires travel to another site – where possible please carry out the meeting via call, Microsoft Teams or video conference (VC)
 - We are asking teams to limit all meetings to no more than 30 mins wherever possible
 - All large meetings are prohibited
- Travel
 - All business travel both internal and client facing is prohibited
- External activity
 - Any external activity should be cancelled unless business critical
- Remote working
 - Those that can work from home, should do so
 - The only staff who are required to be onsite because they cannot work from home include;
 - Production
 - Critical support staff
 - Staff rota'd to be onsite for client support
- HR
 - Our HR teams will be onsite where required to maintain HR processes
- Third Parties
 - We will be instructing all permanent third party contractors of APS Groups current planning and ask that they support us and follow Government guidelines

- Remote workers
 - No change to current working advice
- Working on a client site
 - Follow Main Office advice
 - Follow guidelines issued by the site you are based and fully comply
 - Our onsite teams will update our HR teams of any changes

In the event there is Covid-19 Incident

- As part of APS Groups business continuity plan, APS group has a documented incident management procedure. In preparation, APS Group has already nominated:
 - BC incident management team for a Covid-19 incident
 - Initiated regular internal meetings and updates
- APS Group has reviewed its risk management to ensure that we can manage a pandemic incident, this is still that case. Current risks which have an elevated risk level due to Covid-19
 - Reduction in staffing levels
 - Denial of access to an APS Group site
 - Supply chain management disruption
- **Measures in place to mitigate risk**
 - Reduction in staffing levels
 - Working from home has been implemented where applicable
 - Where appropriate APS Group will look to resource temporary labour
 - APS Group will leverage outsourcing through supply chain partners
 - Prioritised working has now been implemented
 - Isolated staff incidents will be reviewed as they happen and may result in any of the above being initiated
 - Denial of access to an APS Group site
 - Warehousing and Production sites
 - We will ensure there is a deep clean and then re-open once we have spoken with Public Health England
 - Where appropriate APS Group will look to resource temporary labour
 - APS Group has service diversity throughout the UK and where appropriate APS Group will look to leverage this
 - APS Group will leverage outsourcing through supply chain partners
 - We will allocate each office employee a group, either critical or business recovery as per our recovery plan
 - Where a warehouse function is not accessible, APS will endeavour to supply product to client on demand
 - Offices and service function
 - As above with working from home being implemented as soon as is practical

- Supply chain interruption
 - Communication
 - APS Group is maintaining a constant contact and review with our key business critical supply chain
 - Preparation
 - Where appropriate, APS Group has enhanced its stock holding of certain products and raw materials to manage any delay. It should be noted that APS only for sees a delay in product sourcing at present and not a full no availability scenario
 - Projects or Work in progress
 - Where projects or work in progress are affected APS Group will notify clients of this delay

General Information

- We are aware there is an increase of unkind behaviour towards people (typically because of their actual or perceived country of origin). At the heart of our business we are accessible for all our colleagues and customers, please remember this in all your interaction
- We also know that several people have asked questions about face masks, it is currently the case that we do not believe that face masks are appropriate and therefore should not be worn in the workplace
- We ask that all managers ensure that they inform HR and the BC team as soon as they are aware of a situation
 - Managers should also contact people prior to their return if they are known to have travelled to affected areas
 - All managers should be aware of where their teams are travelling to (provided individuals are willing to share this information)
- There are other measures we may put in place if the situation changes and we make those decisions based on up to the minute advice
- We will begin collating a FAQ and will publish this on the group intranet
- Guidance to our colleagues if you show any symptoms or feel unwell, please follow Government guidelines
 - Go home and self isolate follow [Government guidelines](#)
 - Inform your line manager or HR

Further Information

Returning travellers

Travel advice

All up to date travel advice of Covid-19 can be found [here](#)

FCO travel advice [here](#)

Document Change Control

Date	Version	Section	Details of Change
13/3/2020	1.1	Measures in place to mitigate risks	Updated on remote working detail
13/3/2020	1.1	Main office production sites – remote working	Expanded detail on teams and loan equipment
13/3/2020	1.1	Document change control	Added
13/3/2020	1.1	Title	Date and version update 1.1 13/3/2020
16/3/2020	1.2	Further Information,	Removed all Travel advice no longer approved by UK Gov and replaced with Gov links now being given
17/3/2020	1.3	Remote working	<ul style="list-style-type: none"> • Remote working <ul style="list-style-type: none"> ○ Aps has initiated a remote working policy for all teams who can work from home ○ The only departments that will be allowed on APS sites are critical production and warehousing teams. <ul style="list-style-type: none"> ▪ Rota systems will be employed where required <p>Update start time for remote working</p>

17/3/202	1.3	HR	Updated to state HR are onsite
24/32020	1.3	All sections	Changed context's from will to have, removed planning information and changed to in action