

Aldens

SPECIALIST CATERING BUTCHERS

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R.R. ALDEN OXFORD LIMITED CORONA VIRUS (COVID -19) STATEMENT

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In order to minimise disruption of customer supply and minimise the risks of transmission of Corona Virus to our customers, workforce and visitors to site, we have prepared the following plan which will be implemented partly or wholly depending on the progression of the pandemic.

The crisis management team will meet to review Government advice, precautions in place on site, purchasing constraints, delivery and specific customer requirements, staff health and availability and the most recent industry guidance. The Team consists of the MD, Raw Material Buyer, Sales Manager, Technical representative, Transport and Production Managers.

Strict adherence to Government advice and implementation of any necessary work-based measures to inhibit spread of the virus. This will be monitored and reviewed by the team.

Strict application of our amended return to work policy and questionnaire enabling identification of staff who may be at increased risk of contracting or spreading the virus.

Exclusion of staff showing symptoms and direction of such staff to the NHS 111 on-line or telephone service.

Effective communication with staff detailing current NHS advice, customer requirements and in-house controls.

Site visitors restricted to delivery drivers and only essential visits by contactors, engineers and others.

Wherever possible face to face customer meetings by the Sales Team will be replaced by conference calls and e mail communications.

Staff not involved in physical work within the plant will be encouraged to work remotely and effective communication links set up accordingly.

Alden's delivery Drivers must minimise contact with customers, conform to specific customer delivery arrangements where they exist, and adhere to the additional personal hygiene controls prescribed by Alden's management team.

Implementation of additional in- house hygiene controls.

Minimisation of contact with raw material delivery drivers at Goods Inward.

Minimisation of contact with service providers.

Raw Material Buyer to work closely with suppliers to minimise the impact of disruption to supply and find alternative sources of materials where necessary.