

## COVID-19 Key Point Summary Response

Below are listed the current response efforts taken by Ultraframe UK LTD in relation to COVID-19. These outcomes are following an extensive review and assessment of risk. Internal personnel will be communicated with on and one to one basis upon phased return, which will carry more information specific to their role/duties within the business.

Ultraframe UK LTD reserve the right to amend this information without warning or official notification. This information will be updated weekly. Updates may, on occasion, happen quicker due to internal improvements, updated government guidance, or indeed any advice Ultraframe UK LTD find helpful in our effort to ensure our colleagues, customers and any other party whom may be affected by our operations are kept safe.

- Ultraframe is currently not accepting external visitors i.e. to the showroom. As a result, for now, most of the conditions found below will focus on our employees and how we / they can keep each other safe.
- Specific requirements for anyone found to be within the Governments 'vulnerable persons' categories will be reviewed with HR to ensure Ultraframe are doing everything possible to ensure their health and wellbeing is not compromised.
- The business will adhere to a strict policy of social distancing in accordance with the government guidelines currently 2-metres apart. Where possible floors and walkways have been marked to support this along with social distancing signage. Where needed screens have been introduced where the 2-metre rule may become compromised.
- All communal doors will be left open to reduce surface contact, where safe to do so.
- Antibacterial spray will be available to all individuals to clean local surfaces.
- Each employee should wash their hands regularly and before eating, drinking, smoking etc. Where this is not possible antibacterial gel/liquid (provided) should be used in accordance with the government guidelines. Each employee will have access to antibacterial gel / liquid – this will contain no less than a 60% alcohol base.
- Employees are welcome to wear masks, visors, or other facial coverings to help reduce any potential exposure, should they feel more comfortable doing so. This is not a government requirement but Ultraframe understand some personnel feel it appropriate.
- Each office employee has their own laptop / computer / workstation and should not hot desk or use any shared stationary (pens staplers etc).
- Office kitchens will operate on a strict one in one out basis. Staff must not make work colleagues a drink instead each person is requested to make their own.
- The canteens will be open however with staggered break times and will operate within the strict social distancing guidelines with only one person permitted at each table.
- Office equipment (such as the water cooler or photocopier etc.) must be wiped after use. Disinfectant wipes will be provided and gloves will be available should employees wish to wear them when using shared appliances.
- We ask employees to restrict their movements and would request where possible they bring their lunch and refreshments with them to ensure limited contact with people outside.
- We would request that all meetings, where possible, be done via video / telephone call to ensure no third parties visit Ultraframe until further notice.
- If an employee or someone that they live with has Covid-19 symptoms and has not completed the self-isolation protocol before returning to work, they must continue to self-isolate (see the separate self-isolation guide).
- If an employee or someone that they live with develops Covid-19 symptoms they must not come into the business and must follow the self-isolation guidance (see separate guide) – if in doubt, please contact our HR Dept. ([HR\\_PAYROLL@ultraframe.co.uk](mailto:HR_PAYROLL@ultraframe.co.uk))
- The office lift is currently not in use for personnel and should not be used to transport anything other than materials and / or equipment. For anyone with restricted mobility needs, Ultraframe will work with them personally to ensure that they have everything they need including an appropriate workstation/area.
- Our office and wider facility cleaning regimes have been amended with particular attention paid to surface contaminate risks.
- The visitor toilets at the front of the building will be available for all of the companies' staff and will be cleaned regularly throughout the day. Use of all toilets will be on a strict one-in one-out basis with only one cubicle available.

Release Date: July 2020.

If you have any questions, please visit the 'Contact Us' section on our website.