

Memo to all Orridge & Co Ltd and Orridge PS Ltd employees and workers

9th March 2020

Dear Colleagues

Coronavirus (Covid-19) Precautions and Risk Management

Like the rest of the UK, the Orridge board & management are watching developments regarding Coronavirus (Covid-19) carefully.

While there is certainly no need to be overly alarmed or concerned, and while all evidence suggests that for the vast majority of individuals an infection will be relatively minor in terms of its impact, some key steps appear sensible and should be followed with immediate effect:

- In the event that you begin to display any of the symptoms of Covid-19, you should immediately contact the NHS using their prescribed methods of contact and arrange to be tested.
- While awaiting that assessment, you should self-isolate and refrain from coming to work or having any physical contact or interaction with any work colleagues
- If anybody you co-habit with begins to display any such symptoms, you should also self-isolate pending the results of their own testing. If they test positive, you should self-isolate and get tested. If they test negative then you should continue as normal.
- You should immediately update the HR department either by telephoning 01922 472 444 or emailing them on HumanResources@Orridge.eu. If you are scheduled to work on a job you should also contact scheduling accordingly and make yourself unavailable for work.
- Any period of self-isolation should not end until you have been cleared of no longer carrying the infection
- For those individuals who are able to carry out their roles from home and feel well enough to do so, you may & should work from home accordingly during any period of self-isolation provided that this does not hinder your recovery
- You should review travel plans and refrain from travelling to any high risk countries or regions. If you are planning to travel to Italy or the Far East, you should review your plans immediately and you will not be permitted to come to work until you have had a period of self-isolation and a clear Covid-19 test result upon your return.

As a preventive measure, all colleagues are requested to follow NHS guidelines on rigorous and repeat handwashing and the use of sanitization gels. All colleagues are asked to avoid unnecessary physical contact such as handshakes, kissing on greeting or any other close proximity contact that is not necessary. The company will reimburse all expenditure on sanitization gels for use in office premises, client premises or vehicles, or by colleagues who choose to drive fellow workers in their own vehicles.

The above procedures come into effect immediately.

Lets be diligent and sensible, keep calm heads, and put our own and our colleagues' health and safety first and I am sure we can continue to operate robustly through a potentially difficult period.

Regards

Dan Prickett

Orridge UK Retail & Pharmacy Managing Director