



CORONAVIRUS (COVID-19)

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1. Background

1.1. Current risk level

Based on the World Health Organization's declaration that this is a public health emergency of international concern, the UK Chief Medical Officer have raised the risk to the UK from low to moderate.

1.2. Returning travellers (high risk zones)

Stay indoors and avoid contact with other people immediately if you've travelled to the UK from:

- Hubei province in China in the last 14 days, even if you do not have symptoms;
- Iran, lockdown areas in northern Italy or special care zones in South Korea since 19 February, even if you do not have symptoms;
- other parts of mainland China or South Korea, Hong Kong, Japan, Macau, Malaysia, Singapore, Taiwan or Thailand in the last 14 days and have a cough, high temperature or shortness of breath (even if your symptoms are mild);
- other parts of northern Italy (anywhere north of Pisa, Florence and Rimini), Cambodia, Laos, Myanmar or Vietnam since 19 February and have a cough, high temperature or shortness of breath (even if your symptoms are mild).

2. Coreix Policy

Coreix are adopting an aggressive policy with regards to Coronavirus. Coreix staff are;

- discouraged to travel abroad unless required;
- encouraged to limit contact with people who have been travelling (where possible);
- inform the company if they have been in contact with people from high risk zones;
- self-isolation as per government guidelines if they are returning from high risk zones (work from home);
- inform the company immediately of any sickness in themselves, family members et cetera;
- high profile/critical person assets are to self-isolate to ensure the company continues to run in the case of infection.

We have implemented alcohol washing stations in offices to reduce the risk of infection.

Any member of staff contracting the virus would lead to Coreix executing the Epidemic Business Continuity Plan. The summary of this plan is that we would enforce:

- the person in question and anyone who has been in contact with said person will be forced to work from home under the "remote working and home working" policies;
- to follow government guidelines in regards to their health, treatment and potential return to the workplace;
 - Use the 111 online coronavirus service to find out what to do next (<https://111.nhs.uk/service/covid-19>);

All datacentres Coreix operates at have also imposed Coronavirus policies which prohibit people entering the facilities which have been to countries on the at-risk list for the 14-day period.

2.1. High Risk level

Should the UK Chief Medical Officer raise the risk from moderate to high (pandemic level) then Coreix will implement more stringent procedures.

These will include but not be limited to:

- No face-to-face client or staff interaction;
- Only one member of staff will be on-site at any of our locations at any one time;
- Access to the datacentres maybe restricted for clients (this will be led by the datacentre providers), but our support team will perform any required functions on behalf of the client;
- Office to office communication will only be done electronically;
- Staff will provide to support to our clients from home.

Paul Davies

Technical Director

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