

POLICY STATEMENT

As the Coronavirus situation across the UK continues, we need to ensure the wellbeing of our staff, customers and suppliers. As such, we will continue to monitor and comply with the Government, NHS England and WHO (World Health Organisation) advice and guidance.

As a company that provides goods and services to the NHS, we endeavour to meet all customer and patient requirements. We are currently operating a near normal service for our customers and patients, but due to the Coronavirus crisis there may be times, despite our reasonable endeavours, that this is not possible. The safety of our staff, customers and patients will always be paramount in determining our operations.

POLICY IMPLEMENTATION

1. Working Arrangements:

Most office and field based functions are now working from home and will do so until further notice. We continue to operate our Distribution Centre /Technical Services /Loans /CAPS Unit and Facilities Management team as normal, albeit with extra personal precautions and equipment having been implemented where necessary.

Our TransCare and OPM nurses also continue to operate but with technical and organisational measures in place to protect them and their patients. Our Field Service Engineers will only attend sites where their attendance is deemed critical.

Due to Government announcements and Group guidance all non-essential travel, local and international, has been stopped. Meetings, both internal and external, are taking place virtually, via MS Teams or other digital means where ever possible.

2. Prevention and Protection:

In line with guidance from the UK Government and World Health Organisation, on the prevention of the spread of the virus, we have been putting precautionary safety measures in place including:

- Monitoring staff sickness and ensuring staff are aware of symptoms to look out for.
- Educating our staff on prevention measures including social distancing.
- Sharing with staff the guidelines for frequent and proper handwashing.
- Providing hand sanitisers at all entry and exit points on all sites.
- Implementing additional mitigating measures to our buildings such as screens and one way systems.
- Following government advice whereby any staff showing relevant symptoms will self-isolate/work from home for 7 days.

- Ensuring staff self-isolate for 14 days if they have travelled to a coronavirus high risk country.
- Ensuring staff self-isolate for 14 days if they have a household member with symptoms.
- Obtaining access to priority testing for symptomatic staff and members of their household.
- Supplying appropriate PPE to staff. The PPE supplied is at a level at least in line with government and NHS guidance.
- Creating a separate policy for patient facing staff including nurses, field service engineers and operating theatre reps.

3. Responsibilities:

Departmental managers are responsible for ensuring that employees understand how B. Braun plans to prevent the spread of the virus at work, and for ensuring compliance with our policies and processes.

3.1. Executive committee (EC)

- The EC initially met daily to discuss the businesses continuity and our local response to COVID-19, including implementing guidance from B. Braun Group and Government.
- In stage 2, and as the policies and processes we have implemented take effect, these meetings have been reduced to 3 per week, or as many as necessary.

3.2. Coronavirus Steering Committee and PPE

- The EC created 2 operational committees to manage the day to day aspects of the Coronavirus including the obtaining and distribution of PPE, staff sickness and cover and facilities issues such as signage and hygiene.

3.3. Department Heads/ Managers

- We hold weekly COVID-19 meeting with managers to discuss communication within the business both upwards from our staff and downwards from the EC.
- Regular Managers' Briefings have been produced setting out key policies, and guidance.
- It is the manager's responsibility to discuss the weekly briefings with their teams.
- Managers must make contact with their team on a regular basis and ensure that they understand and comply with all new policies and guidance but also that they are coping with their new work situations.

3.4. Employees

- Employees are responsible for familiarising themselves with all COVID-19 procedures and policies and speaking to their departmental manager should they have any questions.
- Employees must follow all procedures put in place for their safety and the safety of others including:-
 - Working from home if possible.

- Observing all social distancing measures in place and in particular the 2 metre rule.
- Cancelling all non-essential face to face meetings and conducting them by Teams/Skype or phone.
- Restricting their access across and within the communal parts of our sites/buildings.
- Using all appropriate and relevant PPE equipment as advised and to keep washing and sanitising their hands on a regular basis.

3.5. Visitors/Contractors

- All non-essential visitors and contractor works have been cancelled.
- Essential visitors and contractors sign a declaration at security confirming they don't have symptoms of COVID-19. They must then comply with site specific safety policies and procedures.

4. Travel Restrictions

Essential travel is limited to journeys necessary for the continuation of patient care and the security of the supply chain.

5. Risk Assessments

We have completed and regularly update risk assessments for various buildings, staff and tasks in our business affected by the Coronavirus crisis. In our risk assessments we have identified the hazard, those who may be affected by the hazard, controls we have in place to protect our employees from harm and possible future controls to reduce the risk of harm to as low as reasonably practicable.

A risk assessment of each building has been undertaken. The risk assessments have been completed with the assistance of the department manager and the workforce.

- BBM-RA-CV-001-HO – Secure risk assessment for Head Office
- BBM-RA-CV-002-CAPS – Secure risk assessment for CAPS
- BBM-RA-CV-003-DC – Secure risk assessment for Distribution Centre
- BBM-RA-CV-004-TS – Secure risk assessment for Technical Services

In addition to these risk assessments, specific risk assessments have been carried out for staff identified as Extremely Vulnerable/Vulnerable workers (those identified in government guidance) also Home Workers, Field Service Engineers, Hospital Reps and our Transcare and OPM nurses.

The risk assessments have been communicated to staff and will be monitored and reviewed on a regular basis to keep in touch with changes in Government guidance/technology etc.

6. Communication

COVID-19 information from Group is on the B. Braun Knowledge Centre (BKC); the page is called "Coronavirus Resource Centre". Also all local B. Braun Medical COVID-19 information is on the BKC as follows:-

- Weekly video messages from the Group Managing Director
- Mental and Physical Health and Wellbeing webinars, contact numbers and support service details
- Remote worker support for those working from home
- Links to official Government COVID-19 advice
- Hand hygiene guidelines
- Announcements and Managers Briefings
- #WEARETEAMBB Internal Newsletters
- Global Social Media Campaign Links
- Community and Family information
- Employee Information
- FAQ's

The collaboration screens and notice boards have also been used to communicate with the workforce still on site.

7. Social Distancing

We have put in place a number of measures to ensure there is sufficient social distancing at all times whilst on site in all B. Braun Medical buildings, these include:-

- Putting up signs to remind workers and visitors of social distancing guidance.
- Where possible avoiding sharing workstations.
- Using floor signage to help people keep to a 2m distance.
- Arranging one-way traffic through the workplace where possible.
- Switching to seeing visitors via teams.
- Staggered start and finish times.
- Staggered breaks.
- Limiting the use of café BB and other canteen/kitchen facilities.
- Limiting the use toilets to 1 person at a time.
- Employing an enhanced cleaning regime.

Where it's not possible for people to be 2m apart, we have done everything practical to manage the transmission risk by:-

- Keeping the activity time involved as short as possible.

- Using screens or barriers to separate staff from each other.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering'.
- Wearing of face masks

Review

This is a live document, as such it will be reviewed and updated as necessary to ensure compliance with any changes in law, guidance and company policy in respect to COVID-19.