

Karsten UK Coronavirus Statement

Here at Karsten the safety of our personnel, customers and consumers is paramount. We cannot avoid the risk of the virus coming to our sites, but we can try our best to control and prevent the spread of the disease.

We are asking that all business critical visitors to site, even those not intended to enter the factory, must fill in our visitor/contractor questionnaire that is specifically relevant to the Coronavirus (COVID-19) in addition to our standard questionnaire for entering the factory. Unfortunately, if we ascertain that there is any risk from either your travel, contact with others or symptoms we will not allow you on site.

Visitors/Drivers: No visitors are allowed (unless business critical). Hand sanitisers must be used as they enter into the reception areas/drivers and follow instructions from the team member that meets them. **Essential suppliers of services are permitted on site.**

Hauliers/delivery drivers: Those who visit site are required to sanitise their hands upon arrival and wash their hands after using the facilities on site. Drivers are also asked to stay in their vehicles wherever possible. Couriers have had their own system in place to protect themselves for some time; no signatures or contact is expected. If it is, ensure you protect yourself with distance and sanitising after signing if expected.

Good hygiene: Should be practised at all times on and off site. Please take additional care. The virus is known to last on surfaces for several hours so think about this in your daily and working lives. Carrying a hand sanitiser would be beneficial for post-supermarket visits, etc. 20 seconds hand washing is key.

Symptoms of Coronavirus: A cough, high temperature, shortness of breath, lack of sense/change of taste and smell (even if your symptoms are mild, self-isolate for 10 days if you have not been in contact with anyone known to you or visited anywhere on the gov.uk website)

If you have COVID-19 symptoms or have received a positive test result

Stay at home and begin to self-isolate for 10 days from when your [symptoms](#) start. Arrange to have a [test](#) for COVID-19 if you have not already had one. The result of the test will determine how long you must stay at home and self-isolate.

Stay at home while you are waiting for a home test kit or a test site appointment.

A positive test result means you must complete a 10-day isolation period.

If your test is negative, you can stop self-isolating as long as you are well.

If you do not have symptoms but have tested positive for COVID-19, stay at home and self-isolate for 10 days from the day the test was taken. If you develop symptoms after your test, restart your 10-day isolation period from the day the symptoms start.

Stay as far away from other members of your household as possible, especially if they are [clinically extremely vulnerable](#). Avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat.

You could be [fined](#) if you do not stay at home and self-isolate following a positive test result for COVID-19 and you are notified by NHS Test and Trace that you need to self-isolate.

If you live in the same household as someone with COVID-19

Stay at home and self-isolate. Do not go to work, school, or public areas and do not use public transport or taxis.

Your isolation period includes the day the first person in your household's [symptoms](#) started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. This means that if, for example, your 10 day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.

If you do not have symptoms of COVID-19 yourself, you do not need a test. Only arrange a test if you develop COVID-19 symptoms or if you are asked to do so as part of a wider testing scheme. If for any reason you have a negative test result during your 10 day isolation period, you must continue to self-isolate. Even if you don't have symptoms, you could still pass the infection on to others. Stay at home for the full 10 days to avoid putting others at risk.

If you develop symptoms while you are isolating, [arrange to have a COVID-19 PCR test](#). If your test result is positive, follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period. This begins when your symptoms started, regardless of where you are in your original 10 day isolation period. This means that your total isolation period will be longer than 10 days.

If other household members develop symptoms during this period, you do not need to isolate for longer than 10 days.

If you are identified as a contact and asked to self-isolate by [NHS Test and Trace](#), including by the [NHS COVID-19 app](#) you may be entitled to a payment of £500 from your local authority under the [Test and Trace Support Payment scheme](#).

Failure to comply with self-isolation may result in a fine, starting from £1,000. Parents or guardians are legally responsible for ensuring that anyone under 18 self-isolates if they test positive for COVID-19 and are contacted by NHS Test and Trace and told to self-isolate.

Leaving home

You must not leave, or be outside of your home except where necessary. You may leave the home to:

- shop for basic necessities, for you or a vulnerable person
- go to work, or provide voluntary or charitable services, if you cannot reasonably do so from home
- exercise with your household (or support bubble) or one other person, this should be limited to once per day, and you should not travel outside your local area.
- meet your [support bubble](#) or [childcare bubble](#) where necessary, but only if you are legally permitted to form one
- seek medical assistance or avoid injury, illness or risk of harm (including domestic abuse)
- attend education or childcare - for those eligible

Your manager will be able to discuss and decide ways of working at home for those that can.

International travel

You can only travel internationally – or within the UK – where you first have a legally permitted reason to leave home. In addition, you should consider the public health advice in the country you are visiting.

If you do need to travel overseas (and are legally permitted to do so, for example, because it is for work), even if you are returning to a place you've visited before, you should look at the rules in place at your destination and the [Foreign, Commonwealth and Development Office \(FCDO\) travel advice](#).

UK residents currently abroad do not need to return home immediately. However, you should check with your airline or travel operator on arrangements for returning.

Foreign nationals are subject to the 'Stay at Home' regulations. You should not travel abroad unless it is permitted. This means you must not go on holiday.

If you are visiting the UK, you may return home. You should check whether there are any restrictions in place at your destination.

Self-isolation: Stay indoors, avoid contact with others and follow the government advice

Do not go to a GP surgery, pharmacy or hospital. Do not come to work/our site. You must self-isolate for 10-14 days. Tests are available via the NHS 111 online COVID 19 service or call 119. Follow the instructions of the NHS track and trace. You receive this via email/text. It is your duty of care to name those may be affected. Those affected follow this guidance and must go home or not come to work if they are on a trace list and follow the steps discussed beforehand. Home tests should be restricted to those without transport.

If you are told to self-isolate via an NHS app

Self-isolate immediately if you are told to by the NHS Test and Trace app or the NHS COVID-19 app.

This applies even if you have had a negative test result under the Test to Release scheme and stopped self-isolating.

If you are told to self-isolate by the NHS Test and Trace app or the NHS COVID-19 app NHS app before you take a test under the Test to Release scheme, you should:

- cancel your test
- continue self-isolating for 10 days from when you were last in contact with the person who tested positive for coronavirus

Should we believe we have any personnel with the virus we will assess the situation and deep clean the areas the person had entered and look at the risk posed to other staff. This includes ensuring overalls are placed in the laundry - remember fabric is a carrier of viruses too. Then make an informed decision on next steps. We will follow the NHS track and trace for the persons movement within the business and if necessary, we will

suggest testing/ ascertain 10 days self-isolation or suggest testing for any employees we deem to have been at risk of infection if not named on track and trace that we are aware of.

Business continuity

Business meetings and travel is planned to be minimised to business critical. It is advised you avoid shaking hands and do not take part in any greetings that include personal contact. The EXCO board of directors must approve any travel going forward when permitted again.

Shielding for the 'clinically extremely vulnerable'

People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. There are 2 ways you may be identified as clinically extremely vulnerable:

1. You have one or more of the conditions listed below, or
2. Your hospital clinician or GP has added you to the [Shielded patients list](#) because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus.

If you do not fall into either of these categories and have not been informed that you are on the Shielded patients list, follow the new [national restrictions from 5 November](#).

If you think there are good clinical reasons why you should be added to the Shielded Patient List, discuss your concerns with your GP or hospital clinician.

Adults with the following conditions are automatically deemed clinically extremely vulnerable:

- solid organ transplant recipients
- people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired

- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

Social Distancing

We have implemented measures to ensure you are 2 meters apart. In some instances this may reduce to 1 meter, but this is only if other measures are put in place. You need to help us manage this by thinking about your movements and closeness to people particularly at break times where we have added additional measures for you to follow as we have in the factory.

Following the rules

You must follow the rules outside of work. Be aware that your actions do not just affect you, but everyone at this site and their wider families. Should we find that you have breached lockdown rules outside work or social distancing at site and therefore caused the spread of the virus disciplinary action maybe taken. This has now become law and heavy fines can be given for breaking them.

Please be aware of the rules in your tier. Please refer to the further guidance released with this statement on what you can and can't do.

Face masks

It was made law that these are worn in public places i.e shops, supermarkets, for an example further advice is on the gov.uk site. (Unless a medical exemption is in place)

As per our policies we require you to wear a mask/visor at work in the factory and when moving around the inside of the business away from your personal work station.

If you have any issues that affect your health from the face masks we provide please discuss with your supervisor and they will then discuss with the technical team.

Source information

Daily updates on the Gov.uk and WHO websites are being monitored and advice will continue and may change at short notice.

Be aware of the government advice to ensure you do not get a fine for breaching the lockdown rules.

To ensure our site, staff and products are protected we ask that you are all committed to enforcing this policy. On behalf of Karsten thank you for your cooperation and consideration in this matter.

With Regards,

Herman Engelbrecht

Managing Director

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