

## Coronavirus Update (2)

Broker Direct is continuing to monitor the development of the COVID-19 novel Coronavirus outbreak, taking particular note of government advice. The UK government is ramping up its 'contain' & 'delay' measures and Broker Direct is acting accordingly.

As described in our earlier notifications we have taken these precautionary actions:

- Directed all staff to the latest government advice
- Increased hygiene
  - Availability of handwash dispensers hand sanitisers, tissues and surface wipes;
  - Reinforced guidance on hand-washing protocols.
- Asked staff to inform us if:
  - They have been in close contact with someone with confirmed coronavirus or with someone who has been advised by the NHS to self-isolate with possible coronavirus;
  - They or members of their immediate family have the symptoms of Coronavirus;
  - If they have recently or intend to travel to affected regions, or exposure to others who have visited at risk areas;
  - They have a pre-existing medical condition such as asthma, diabetes, heart disease or other respiratory or condition.

As at this date, three (3) staff have notified us that they have COVID-19 symptoms and accordingly are in 7 day self-isolation.

The escalating situation has meant that we are implementing the following additional measures:

- Home working
- No intra-site staff visits
- With the exception of staff recruitment, deliveries and cleaning contractors, no visitors to our offices
- No business visits by company staff

Where possible, meetings will be organised by tele or video conference;

The Business Interruption Team are continuing to meet regularly to review the situation and update the Senior Management and Executive Teams, in line with our Business Interruption & Recovery Plan.

Ongoing staff advice and updates are provided through our internal communications network.

If you have any queries, please contact your relationship manager