

## Coronavirus Update (4)

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.

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



## DELIVERY OF GOODS

### Polite Notice

- Ring bell - Put parcel on doorstep and step back
- If no answer, please knock loudly – step back
  - We will come to the door to collect
  - Give name/picture if required

An online-sign.com production sign ref st801590578259



## COLLECTION OF GOODS

### Polite Notice

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- If no answer, please knock loudly – step back
  - We will come to the door


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# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**



Employer \_\_\_\_\_ Date 1st June 2020

Who to contact: Iain Gray  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)