



Freeworld
Food ingredients supply

CORONAVIRUS ACTION PLAN
6th March 2020

Due to recent declaration of The World Health Organisation regarding outbreak of 2019-n CoV- commonly known as Coronavirus which constitutes a public health emergency of international concern we have taken the following actions.

Freeworld Trading is a small office with 16 members of staff in Edinburgh and a further 4 members of staff working from offices in Spain. All employees are being kept advised using the gov.uk website where guidance and latest information can be found. Freeworld Trading Directors will take lead from the government should they declare the need to lock down public movement.

Any employee who has returned from foreign travel, has been in contact with anyone who may have already caught the virus, or feels they may be showing symptoms of the virus must stay at home and inform personnel. They are also advised to follow public guidelines and phone their GP surgery or call the NHS on 111.

Within the office extra supplies of hand washing soaps, hand sanitiser, sanitizing desk wipes/sprays have been provided. Employees have been instructed to clean their desks (keyboards, telephones, screen etc on a daily basis). All door handles, kitchen facilities and bins are also cleaned regularly.

Should any member of staff test positive for the virus the office will close and other members of

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staff will be asked to work from home for the self-isolation period. Freeworld Trading will ensure the office has a full industrial deep clean before staff return to work.

Freeworld Trading's computer network allows for remote access. Each employee has access to their log in details and will be working from home during this time. Various key personnel are keyholders and under controlled movements will be able to access the office if needed. Freeworld Trading employees have work mobiles and if the employees are fit and able to work they will be able to be contacted during our office working hours.

In the event the office must close our emergency contact details, including key personnel and their deputies will be emailed to all of our customers and suppliers. Details will also be uploaded onto our website and also recorded onto our answering machine.



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