



## VIRUS EPIDEMIC/PANDEMIC ACTION PLAN

### 8.0 Continuation of Operations (External Notice)

Tachart Ltd maintains a multi-skilled training and competence matrix in which all day to day tasks are performed by different staff members simultaneously. Roles and responsibilities are duplicated at managerial and operational level thus the business can operate seamlessly during time of annual leave and sickness including self-isolation or hospitalisation of staff.

This facility has remained open at **full** capacity during the Covid-19 epidemic. Minor changes have been made to the company's infrastructure to maintain social distancing and sanitisation has been enhanced. A Covid response task force has been appointed and assigned duties. PPE equipment and medical supplies have been procured to impede virus transfer & enhance detection. An Pandemic Action Plan has been written by the task force and distributed to all staff members. This document is available to externally interested parties upon request.

Any temporary closure of the facility due to a member of staff receiving a positive infection test result is likely to be 2 - 4 hours.

### 8.1 Closure of Business – National.

If the UK government forces the closure of this facility and all manufacturing facilities nationwide, key personnel have been identified and equipped with the resources needed to perform administrative tasks whilst at home.

### 8.2 Closure of Business – Local.

If the UK government forces the closure of this facility and all local manufacturing facilities, key personnel have been identified and equipped with the resources needed to enable to trade with suppliers and sub-contractors from areas unaffected by local closure.

### 8.3 Travel Restrictions.

During lockdown, local or otherwise and whilst travel to work is permitted by the government. All non-vulnerable employees will be provided with a travel authorisation letter detailing their role within the company. The company has received similar notices from various customers in which our supplies/operation have been classified as critical.

### 8.4 Reporting.

During lockdown, local or otherwise regular notices will be displayed on the company website for customers, supplier and employees.