



PANDEMIC CONTINGENCY PLAN

**Cumberland Packaging
March 2020**

**Cumberland Packaging Ltd
Unit 2, Bay 6 Campfield Road
Shoeburyness
Southend On Sea
SS3 9FL**

**Tel: 01702298014
www.cumberlandpackaging.com**

Document control and change record

<u>Version</u>	<u>Date created</u>	<u>Date issued</u>	<u>Status/Changes</u>	<u>Editor</u>	<u>Approved</u>
1.0	11/03/2020	11/03/2020	Live	Ian Stubbles	

<u>No.</u>		<u>Title</u>		<u>Owner</u>	
	1.0		Pandemic Contingency Plan		Compliance officer

Next Review Date	31/03/2020
-------------------------	------------

CONTENTS

Introduction

- 1. Communication**
- 2. Contacts List**
- 3. Containment Activities**
- 4. Cleaning**
- 5. Maintenance of Essential Business Activities**
- 6. Other Issues**

INTRODUCTION

The aim of this Contingency Plan is to minimize the impact of a pandemic on both employees and business at Cumberland Packaging Ltd. This plan outlines the procedures to be followed at Cumberland Packaging, in the event of an outbreak. It was written primarily due to the current threat from Coronavirus (COVID-19) at the time of publication. The information contained within in the plan is based on guidelines from the UK Government, Public Health England (PHE) and the World Health Organisation (WHO) the plan will be updated annually or as required.

If a pandemic is declared by an appropriate body, or if it is deemed necessary to do so, the pandemic contingency plan will be invoked by the company.

1. **COMMUNICATION**

1.1 Upon the declaration of a Pandemic outbreak by an appropriate organisation, the Compliance Officer will issue an advisory notice to staff via email and circulate a hard copy memo to staff not on email. The email will advise staff of the following;

- The nature of the pandemic.
- How to protect themselves against infection based on health authority guidelines.
- Actions to be taken if they suspect that they may have become infected or if they are caring for someone who is infected.
- Any steps being taken by Cumberland Packaging in relation to the pandemic.
- Details of national phone lines, websites or other information services provided by UK health authorities or UK Government authorities.

N.B. There is Information and advice on the Coronavirus outbreak on the following websites

<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

1.2 The Compliance Officer will brief managers on the symptoms of the pandemic and the actions that are being taken by the company in relation to the pandemic. Where the Compliance Officer is not available, the Production Manager can brief the managers.

1.3 The Compliance Officer will monitor latest issued NHS and Government websites, to obtain advice and guidance during the pandemic. In doing so, the Compliance Officer must ensure that any contradictions between governmental advice and information contained within this plan are checked and verified, to ensure that the correct information is disseminated to the rest of the business. Where appropriate, information relating to the pandemic should be recorded and promulgated via email, staff notice boards and/or sent out as memos

2 CONTACTS LIST

Name/Job Role	Office number/mobile number
John Watson (Managing Director)	Ext. 4094/mob: 07768230477
Ian Stubbles Compliance Officer	Ext. 4080/mob:07543853942
Mark Bennett (Production Manager	Ext.4081/mob:07941648716
Paul Hammans (Office Manager)	Ext. 4972/mob: 07825 552939
Andrew Reilly (Sales Manager)	01702298014/ mob: 07788 432596
Steve Weir (Transport Manager	01702298014/ mob: 07792709103
Chris Monaghan (Operations Director)	Ext.4079/mob: 07768230478

3 CONTAINMENT ISSUES

- 3.1 To minimise wide spread infection the following actions must be taken;
 - 3.1.1 Upon notification of a pandemic, the Compliance Officer shall co-ordinate the circulation of information posters and leaflets. All staff must be informed of the information relating to basic hygiene and hand hygiene as methods of limiting infection.
 - 3.1.2 The company will provide adequate supplies of approved antibacterial hand washes/sanitizers. It is recommended that hand sanitizer
 - 3.1.3 The Company will attempt to obtain emergency stocks of Hand Sanitizer.
- 3.1.4 Extra toilet hand soap, in anticipation of increased usage during the pandemic by staff and public alike will be sourced.

3.2 Social Distancing- social distancing refers to strategies to reduce the frequency of contact between people, thereby reducing the opportunities for disease to spread. The following social distancing strategies will be introduced by the company during a pandemic;

- Where possible, staff should avoid meeting people face to face and opt for communication via telephones and email instead. If face to face meetings are unavoidable, minimise the meeting times where possible.
- Try to keep a distance of at least one meter between one another and avoid unnecessary bodily contact, i.e. hand shaking, hugging and kissing.
- Where appropriate and, if reasonably practicable, arrange for employees to work from home.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, training sessions and gatherings.

4 CLEANING

- 4.1 Office cleaning should be increased during a pandemic.
- 4.2 Filters of air conditioning units should be cleaned, and sprayed with an anti-bacterial solution.
- 4.3 Telephone bases and receivers should be cleaned daily.
- 4.4 Anti bacterial cleaning products should be used daily to clean all common areas such as work surfaces, counters, railings, washbasins, toilets and urinals etc.

5 MAINTENANCE OF ESSENTIAL BUSINESS ACTIVITIES

5.1 The goal for the company should be to maintain 'business as usual' during a pandemic where this is reasonably practicable. However, in circumstances where absence levels make this impossible, the priority will be to ensure that Essential Business Activities are prioritised according to their criticality at the time. The prioritisation will be determined by the Managing Director.

5.2 Once staffing levels approach or drop below critical staffing levels, Special measures may need to be implemented. Staff shortage plans may involve the following;

- Staff covering absences in other areas than their own.
- Staff members working from home.
- The use of temporary agency staff.

- 5.4 Where appropriate, the IT Manager shall arrange for suitable measures to allow for people to work from home, such as issue of IT equipment or remote access privileges to allow for working at home.

6 OTHER ISSUES

Vaccines

The company will follow health authority guidelines regarding immunisations and vaccines. In the event of such medications becoming available, the company will recommend that employees follow government guidelines as far as practicably possible.