



Sirane Ltd
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www.sirane.com

Sirane Group Coronavirus Update - Notice to Customers v3

Sirane Group is within one of the critical sectors defined by Government as being fundamental in our response to the Coronavirus crisis. We will continue to operate in full and we remain committed to providing the superior service and support that our customers have come to expect throughout this situation.

Sirane provide products to the food and medical sectors and therefore all our production workers are classed as key workers and we remain fully operational. Our customers' business continuity is a key priority. We want to minimise service disruptions or impacts to your business. Our goal is to offer the level of quality, responsiveness and support that you have come to expect from Sirane Ltd.

During the coronavirus outbreak, our focus has also been on the safety and well-being of our employees, who are vitally important to support you and your business, as well as the communities where we operate.

Working within the food packaging industry we already have excellent hygiene processes in place but with the current situation we have introduced extra measures to further enhance our existing controls. They are reviewed at least weekly and below is the latest status as of the date indicated above:

We are providing an update today on the preventative and precautionary actions taken to date as we focus on health, safety and business continuity. We have implemented several actions and now updated protocols through our task force, including:

- Upon entry to the building all employees must both wash their hands in hot water for a minimum of 20 seconds AND then use a hand sanitiser before proceeding to any communal production or administration area.
- Instituting government and best practice guidelines to limit virus spread and keep our employees healthy.
- Providing ongoing and transparent communications for our employees regarding our continuity plans and new preventive measures. We also established a direct line of communication to the task force that every employee can utilise to ask questions and obtain additional information.
- Implementing operational enhancements, in alignment with public health authority guidance, to limit employee and customer exposure to the virus.



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- Implementing access restrictions at our global facilities, including strictly limiting visitor access to both our manufacturing and office facilities.
- Stopping all business travel.
- Providing safety guidance and supplies appropriate for our field employees.
- Putting all production-based workers on a two-shift system (12 hours) with 30-minute changeover to avoid contact when entering/exiting the building. This has been agreed by all workers and will be active until December 2020, even if government guidelines relax the systems below this requirement.
- Staggered breaks to avoid overcrowding in the canteen and smoking areas.
- Social distancing guidelines issued to all employees wherever they may be working, on break or coming into or from work.
- All employees have been issued with a 'Key Worker Pass' by the Managing Director to identify them as a key worker should they be stopped by the Police to, or from, their way to work.
- Drivers from collection & delivery contractors are strictly forbidden to enter any building for any reason at any time. All paperwork is electronic and hands/contact free has been established.
- Face masks have been ordered and will be required when non-production (office staff) enter the shop floor.

We understand your continued concerns and Sirane will continue to do everything we can to ensure that no disruptions to your service occur.

We as with every other business that remains open are taking every precaution to ensure full business and supply continuity.