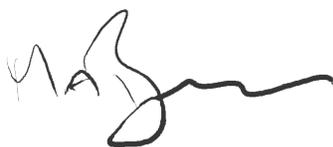


Cambee has a statutory duty of care for its employees' health and safety, and takes this duty seriously. To ensure that employees continue to feel safe and secure in their employment and minimise the risk of infection from the coronavirus, from tomorrow (Wednesday, 25 March), Cambee will impose the following further restrictions on work, in line with government guidelines on distancing and other safeguards against infection:

- (A) Only two employees may work in the open space of each unit at any time; and only employee may work in the office space of each unit at any time.
- (B) If an employee needs to pass through a unit, to go to the kitchen or toilet, they must inform the person/s working in the unit that they are coming through, so that a 2m space between individuals can be assured.
- (C) Only one employee can be in the kitchen area at any time. To that end, employees should either eat lunch outside or in the building (but at a minimum distance of 2m from one another) or stagger their lunch breaks. There will be no specified time for tea breaks – employees can make a tea, and for themselves only, when the kitchen space is vacant.
- (D) To avoid the risk of people passing through the confined office space of Unit 2A: (a) the outside door to the office will be kept locked; (b) there will be no timesheet – start and end times should be emailed to accounts@cambee.co.uk at the end of the day and Bertie will create a corresponding timesheet remotely; and (c) if employees need to speak to Matthew, they should do so from the safe distance of the doorway to the office without setting foot in the office.
- (E) Employees must enter the premises through the Unit A or Unit C shutter space, as appropriate. To make it easier for employees to come and go freely, without the need to touch door handles or other surfaces which carry a risk of contamination, the spaces will be kept open throughout the working day.
- (F) All employees must wash their hands thoroughly (a) when they start work; (b) at the beginning and end of each lunch or tea break; (c) after visiting the toilet; and (d) after handling any object that they suspect has been recently handled by another employee, or that they reasonably suspect might be otherwise contaminated (and if the employee has a particular concern in this regard, they should wear latex gloves, dispose of the gloves after handling, and then wash their hands).
- (G) So that Matthew and Lisa can maintain a 2m distance in their confined office spaces, only they may use the toilets in, respectively, Unit 2A and Unit 2B. All other employees must use the toilet in Unit 2C, adhering to the 2m distance rule at all times. To minimise the risk of cross-contamination from contact with door handles, these employees should wash their hands in the kitchen area after visiting the toilet in Unit 2C.

If we wish to keep Cambee open for as long as it is permissible, ALL employees must comply with these restrictions at ALL times. A failure to comply WILL result in immediate closure of Cambee's premises until such time as the government states it is safe to re-open. Thank you for your cooperation



Managing Director