

Our Response to the Coronavirus Pandemic was swift and decisive. Once again, our strength of team work and flexibility enabled us to create a safe environment for our Swizzels Matlow Family. So what did we do...

PROTECT OUR EMPLOYEES AND THEIR FAMILIES

- 1 All people who can practically work from home have been facilitated to do so and regular contact maintained. All meetings have moved on-line other than for limited numbers.
- 2 Machines have been slowed or stopped to allow for the recommended distancing of 2 metres between staff. Where this is not possible, Perspex screens have been provided.
- 3 Shift handovers and clocking times have been relaxed
- 4 The locker rooms have been split in order to reduce the number of people at any one time.
- 5 The security gate has been enabled for hands free entry and exit.
- 6 In the canteen, chairs and tables have been removed and tables have been separated. Only one person per each side of the table with a Perspex screen between them.
- 7 We have ensured that all handwashing facilities are stocked with soap and are reminding people to wash their hands on entry and departure of any area. Hand sanitisers are readily available
- 8 There is increased cleaning of communal areas. Employing dedicated staff 24 hours
- 9 Comprehensive signage has been deployed around the site to remind people to remain socially distanced and to clean their hands regularly. Also signs showing maximum capacity in meeting rooms/areas.
- 10 Markings have been placed on the floors in areas where social distancing might be more difficult.
- 11 New procedures have been put in place for the delivery and pick up of goods and post etc..
- 12 New guidelines for visitors to site have been put in place, with non-essential visits postponed.
- 13 Extra PPE is on offer including masks, face visors and disposable gloves
- 14 Extra wipes for shared equipment have been provided and we have bought stylus pens for individual use on the screens and iPads.
- 15 Ongoing review of all policies and procedures in line with updates from Public Health England / UK Government

Our Covid risk assessment has been posted to the Employee Information Hub



SUPPORT OUR EMPLOYEES AND THE COMMUNITY

- 1 We sent any extra PPE that we had to the local doctors surgeries and care homes.
- 2 We sign posted all employees to organisations who help cope with stress and anxiety
- 3 We rejuvenated our Cycle To Work Scheme - encouraging our staff to cycle to work rather than take public transport or car share.
- 4 We supported our employees by matching their fundraising efforts for a number of different charities.

THANK THE NHS

1. We sent pallets of sweets to all and every NHS facility that asked for it –from doctors surgeries in the South to care homes in the north, to hospitals around the country and all in between – employees could nominate someone they knew who is a front-line key worker and we sent them a sweetie care package.
2. We created a special NHS LOVE HEART bag which was filled with love hearts saying thanking NHS staff. All the profits from the sale of these bags when to a COVID-19 research facility at Wythenshawe Hospital - we raised £31,000

