

# Coronavirus (COVID-19) Outbreak Policy – Clarivos

## Principles

- In response to ongoing concerns about Covid-19 we will continuously review and amend our policies and procedures as needed.

Our priorities are to:

- protect our employees, customers and suppliers.
- maintain service levels for our customers; and
- ensure we are compliant with government policy.

## Current Operating Model

1. All business air travel has been suspended.
2. Person-to-person contact to be limited:
  - all group gatherings have been suspended.
  - all work that can be done from home should be done from home (the company continues to extend the capabilities of its remote collaboration tools); and
  - our London offices are now closed, in accordance with government advice. Social distancing will be practised at all times.
3. Good sanitation and hygiene practices to be followed by all employees and hand sanitiser made freely available in all Clarivos locations.
4. Handshakes to be avoided.
5. Employees who have recently returned from an affected area, or who exhibit any symptoms associated with Covid-19 will self-quarantine following protocols advised by the Government.
6. Any employees in an “at-risk” group or who live with someone in an “at risk” group shall work from home until further notice.
7. Any request by an employee to reduce their working hours or to take unpaid leave will be sympathetically viewed by the company.



## Continuity of Service

All Clarivos functions and customer services are available.

Please address any concerns to your account manager or send an e-mail to: [info@clarivos.com](mailto:info@clarivos.com)