

Alexir Communications regarding Coronavirus Update

We would like to reassure everyone that the Alexir Partnership is fully operational and taking all the necessary steps to make sure that all our employees are safe. We continue to reinforce strict hygiene practices and are closely monitoring advice from the Government on a daily basis.

We are aware that, as a Food and Packaging manufacturer, we play a key part in the food supply chain, helping to keep the shelves stocked in supermarkets with a constant supply of food.

In accordance with the Government guidelines, we have taken the following measures below to **restrict the spread** of COVID-19 at both manufacturing sites:

Internal procedures - office

- Reinforced strict personal hygiene measures in all areas of the business.
- Daily temperature checks for all staff
- Regular antibacterial cleaning of heavy-traffic areas including doors, handles, handrails etc.
- Deep-cleaning activities being carried out by an external cleaning company every day.
- Rota systems in place to accommodate remote working and production requirements.
- Good separation between work spaces.
- Daily briefings held for each team via video link.

Internal procedures - production

- Daily temperature checks for all staff
- One way walking system created where possible with floors marked to show direction of traffic.
- Staggered breaks so no more than one team use the canteen and WCs at one time
- Isolation areas in canteens with floors marked and chairs spaced apart.
- Enforced machine cleaning and wipe down at every break and at the beginning and end of every shift.
- Production and warehouse offices out of bounds to staff with maximum occupant limits for each office
- Doors and windows remain open where possible to maintain airflow.

Site visits

- No visitors are allowed on site.
- No unauthorised external meetings.

Travel

- All non-critical business travel has been cancelled.

Production and supply measures

The Alexir Partnership wishes to ensure that we can sustain production and supply of our products to our customers. As part of this planning process we strive to remain operational at all times and ensure that our suppliers have sufficient stocks to enable continuity of support. Currently, there are no production shortfalls at either site and manufacturing carries on as normal.

Furthermore, we have a contingency plan in place for the production of printed packaging should our site in Edenbridge need to close. We have a tried and tested disaster recovery plan with strategic printing partners in the UK. All machinery equipment is finger-printed and periodically tested.

Additionally, we are aware that we have to be prepared for a potential demand rebound post-epidemic.

We appreciate the support from our valued customers and suppliers to ensure employee safety and business continuity.