



## Covid Disaster Recovery Plan

In order to provide business continuity and keep members of the public safe during the pandemic we have introduced a Covid-specific disaster recovery plan.

The Suds kitchen is located away from the home of employees and the business owner. Stored in this area are all product ingredients and moulds along with 1 box of each finished product, all packaging materials, electronic devices and access to a small amount of Suds funds for postage. This area is fully sanitised before and after each use.

Should Paula (Suds business owner) either fall ill with Covid or need to self-isolate, a trusted individual has access to this property and the safe. This individual does not live in the same household as any member of the Suds family, he undertakes regular training and has full product knowledge. This trusted individual takes regular Covid lateral flow tests and is fully insured as a Suds employee.

Should there be a need for Paula to isolate, a full Covid clean of the Suds kitchen will be completed. All wholesale clients will be informed that the disaster recovery plan is in effect. The trusted individual does not drive, so any orders which are usually hand delivered will be shipped via either DHL or Royal Mail depending upon weight. Shipping to all UK wholesale clients is free of charge.

In the above instance the option to collect your website order will be suspended until Paula is back at work.

Our main aim is to keep everyone safe, with a secondary aim of allowing the business to continue to run undisturbed as a disrupted supply chain could impact negatively upon other businesses.

We thank you for your continued support and we hope that it is not necessary to implement this policy.

Implemented May 2020.

Amended September 2021 to include a full Covid clean of the Suds kitchen