



Pandemic Statement

In an effort to protect its co-workers and minimise a delay in delivery of products, services and support to its customers, the business has developed a **Pandemic Plan** addressing the threat of a pandemic from a virus such as H5N1 (avian or bird flu).

It is difficult to predict when the next pandemic event will occur or how severe it will be; therefore, the business has taken this opportunity to plan for such an event. The Pandemic Plan is based on recommendations set forth by OSHAS, the Centre's for Disease Control and Prevention in conjunction with the Alert Levels established by the World Health Organisation.

Under Pandemic Plan:

- The business will leverage aspects of the Corporate Business Continuity Plan for Incident Command and Communications.
- Managing Directors will be responsible for monitoring the spread and impact of the disease and implementing the Pandemic Policy
- The Managing Directors will determine when it is appropriate to activate the Pandemic Plan.

Upon activation of Pandemic Plan:

- The focus will be on the continuation of Core Business and Support Functions.
- In the event service levels will be impacted, business partners and customers will be notified.
- Staff who are able to be sent home will be. All office and site works will cease for the duration of the active period of this policy. Those with company laptops with remote access will be asked to work from home.
- The business will notify all co-workers that the Pandemic Plan has been activated, what actions they should take and where to find the most current information regarding the Pandemic.
- To mitigate the spread of disease, best practices for hygiene, etc., will be re-emphasised.
- All standard workplace policies and co-worker benefits will remain in practice unless modified at the time of Pandemic.

SWIFTHEAT Ltd.

Based on public health agency recommendations, the company will publish to all co-worker's critical information related to the pandemic, including but not limited to:

- Temporary remote computing alternatives
- Time off and return to work guidelines
- Social distancing

Approved By : *Thomas Fraser & Barry Dundas*

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