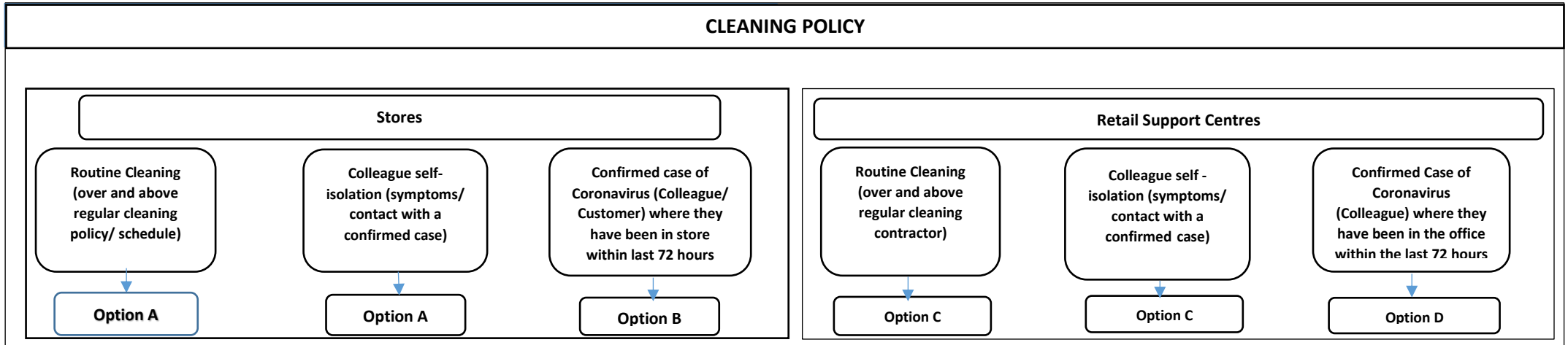


Coronavirus (Covid-19) – Cleaning advice for our colleagues

With the current worldwide coronavirus, Covid-19 outbreak there are a number of measures in place we can take to reduce the spread of this virus. Maintaining good personal hygiene at all times and washing your hands regularly with soap and water, or alcohol based hand-rubs will reduce the risk.

We will continue to monitor the Government’s Public Health advice and update our guidance accordingly. The following information sets out our policy regarding cleaning within our stores and the Retail Support Centres.



- | Option A |
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| <ul style="list-style-type: none"> Wash hands prior to carrying out cleaning activities Using disposable cloths and antibacterial spray, clean down all hand contact surfaces including door handles, fridge handles, keyboards, touch screens, counter & desk tops etc. When cleaning down electrical equipment, spray the cleaning product onto the cloth first ensuring that only the minimum amount is used to create the effect of a wet wipe to avoid damage to the equipment or risk of electric shock Tills should be cleaned down at the start and end of each colleagues use Touchpad must be cleaned on every use (before and after) Used cleaning materials must be bagged, sealed and disposed of Hands must be washed after cleaning |

- | Option B |
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| <ul style="list-style-type: none"> Store to be closed immediately Store Manager or person in charge to report to Group Operations Manager Group Operations Manager to assess risk and instruct a thorough clean of the store (if more than one colleague is testing positive, a professional deep clean is to be carried out which can be arranged via the built asset team) Store will remain closed until clean has been actioned Colleagues will be advised by Line Manager on timelines and required actions during closure |

- | Option C |
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| <ul style="list-style-type: none"> Colleagues to refrain from hot desking and use own equipment only Colleagues to clean down their own work station (phone, keyboard, mouse etc.) on a daily basis as a minimum using the antibacterial wipes provided Wash hands after cleaning workstation Facilities team to empty all waste bins in the toilets as a minimum twice a day or as required Facilities team / cleaning contractors to clean all regularly used hand contact surfaces (door handles, fridge doors, hand rails, meeting tables) in the building a minimum of three times a day |

- | Option D |
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| <ul style="list-style-type: none"> Office to be closed using phased closure co-ordinated by Senior Leadership Team and colleagues to leave the office Health and Safety Manager to be notified immediately to request a deep clean Office will remain closed until clean has been actioned Colleagues will be advised by Line Manager on timelines and required actions during closure |