

<b>Enviro Technology Services Ltd</b>	Pages - 2	Date of Issue: 19.03.2020 Latest Review: 19.11.2020	HR-42 Approved by Duncan Mounsor
<b>COMPANY COVID-19 STATEMENT</b>			

Like all professional businesses, Enviro Technology Services Ltd (ET) have been closely monitoring, contingency planning and proactively managing the fluctuating effect of the global COVID-19 pandemic. These plans and activities include:

- Assessing those individuals most at risk / more vulnerable within the workplace and making provision for them to be able to work from home as and where possible.
- Formal risk assessments have been carried out for all employees that are either working on ET premises or out in the field.
- Sourcing and providing PPE for all engineers and employees who require it to continue working safely throughout the pandemic.
- Expanding IT and communications equipment and infrastructure to enable a greater number of employees who can carry out their job from home, to be able to do so, including migration to Office 365.
- Modifying ET premises to be 'covid safe'.
- Supplier risk assessments (i.e. the availability of products, spare parts and consumables).
- The continuity of customer support and instrument servicing activities in the field.
- The continuity of workshop and production activities in-house.
- The continuity of other in-house office activities (i.e. sales, accounts, admin, marketing).
- The continuity of data collection and remote technical support services etc.

Whilst many of ET's business operations can be conducted from home, ET is primarily a service-based organisation. There are several core business activities that cannot be carried out from home including:

- Equipment planned maintenance (whether on-site or in the workshop).
- Emergency instrument breakdown call-out visits.
- Equipment installation, commissioning, and training.
- Production of air quality monitoring systems (enclosures etc).

We depend upon our teams of in-house and field-based service engineers and production technicians to carry out our servicing and production activities. Whilst at the time of writing our business outlook is 'business as usual', the situation, in terms of field-based activities and production could change very rapidly. Risks include:

- Engineers and staff self-isolating for the minimum Government advised period.
- Engineers and staff suffering from COVID-19 infection.
- Engineers and staff potentially having to stay at home to care for members of their bubble who may have Covid-19.
- Engineers and staff having to stay at home due to lack of childcare.

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Enviro Technology Services Ltd have taken mitigation action in order to minimise the risk to the service and installation teams and the consequent impact to the end customer. These include

- Carrying out formal risk assessments
- Sourcing PPE for all personnel that require it.
- Providing safety barriers to keep members of the public a safe distance away from any of our working engineers.
- Creating 'zones' to physically separate different operational areas of the business, therefore reducing the risk of cross contamination across the Company.
- All regional workers have additional safety measures to follow when visiting ET premises to protect themselves and others as best as possible.
- Covid policies and procedures have been created and distributed to all employees and are reviewed and updated regularly.
- ET have received key worker authorisation letters from the Environment Agency and SEPA which have been given to all engineers in case they are challenged on-site or whilst travelling to site.

Under this backdrop and the stringent Government advice regarding social distancing and self-isolation; despite all planning, risk-analysis and mitigation, it is likely that some of our service response call-out times could be impacted compared to normal KPI levels.

Our service team will be prioritising instrument emergency call-out over routine planned maintenance so that we can aim to keep data capture rates as high as possible. We recognise the need and importance of air quality data to the public health and scientific communities, especially during times like these.

We will be continuing to assess the situation on a monthly basis (more regularly if required), and we recognise and appreciate the on-going support of our customers as we strive to continue the high levels of service and support that they have come to expect from us, even in these challenging times.