

Good morning, I apologise to those of you not working in the Middle East for emailing on a Sunday. There has been significant escalation in Covid-19 measures in the UK and across Europe, and I feel it is important to communicate how these will impact SAS International.

On the 31st October the UK Government announced a return to a general lockdown across England from Thursday 5th November. Therefore England is joining Wales, Ireland and parts of Scotland, as well as various other European countries in a period of lockdown.

The Government has asked that Construction, and the manufacturers that supply to construction, remain open. **Therefore SAS International sites will remain open and working. This means manufacturing will continue in Maybole, Bridgend and Apollo Park, and the warehouse in Reading will remain operational.**

Colleagues who can work from home should already be doing so, however we are still allowing colleagues who wish to attend work in our offices to do so if they wish. We have safe working practices and excellent cleaning regimes in place at all facilities. (If you are working in the factories and offices, you should thank our colleagues who have been doing a fantastic job cleaning the facilities and keeping us all safe)

Please continue to attend work on your normal shifts. Your manager will speak to you if there any changes that need to be made in the coming days.

For clarity, please observe the following rules :-

1. **Do not attend work if you have symptoms of Covid-19** (The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.) Do not attend work if you have any of these symptoms. It is not acceptable to attend work with a continuous cough, even if you don't have a temperature above 37 degrees C. Stay away from work and book a test for Covid-19. You are putting your colleagues and their families in danger if you attend work with symptoms.
2. Do not **car share** to work. If it is absolutely impossible for you to attend work without sharing a car with a colleague we have a register of people who can share under strict controls. Any colleague who car shares and is not on the register may be subject to disciplinary action.
3. Please follow the Governments covid-19 restrictions outside of work.
4. If you have symptoms, call our Coronavirus hotlines during working hours :-

Tracy Mason 07500 164 131.

Chris Harper 07584 188575.

Please do not call these numbers outside of daytime working hours (07.00 to 18.00 Monday to Friday) unless it is an emergency. You can text the lines outside of these hours and you will receive an appropriate answer relating to the question and urgency. You should contact you manager or Director for questions not related to Covid-19.

I fully expect these restrictions to continue beyond the initial lockdown periods announced, and we have to implement ways of working that ensure that working from home is efficient and coordinated.

As always, if you have any questions please do not hesitate to contact me.

Regards
Todd