



## COVID-19 (Coronavirus) statement

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## 1 Current Situation

As at 16<sup>th</sup> March 2020, Public Health England has upped the level of risk from COVID-19 in the UK and has asked that we avoid all non-essential travel and non-essential contact.

We will continue to monitor Public Health England's advice and make adjustments to this document as required.

## 2 How ClearPeople is responding to the potential threat of COVID-19

### 2.1 IT infrastructure

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100% of our IT infrastructure is cloud-based and all our staff have laptops and other mobile devices. This gives us the flexibility to work wherever is most effective. We already allow our staff to work from home three days a week and could easily extend this to enable staff to work from home full time.

### 2.2 Locations

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Our staff are spread across four locations in London (England), Alicante (Spain), Valencia (Spain) and Cork (Ireland). As such we have in-built resilience in the event of an increased outbreak in one country.

As of 16<sup>th</sup> March, our staff are working from home to minimise the risk of infection.

### 2.3 Working with our clients

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The majority of our work is carried out remotely but there are times, most notably during the sales process and when our consultants are helping clients to plan their solutions or when helping to deploy and drive usage of those solutions that we and our clients prefer us to work on site.

With the latest guidance from the government, we believe the time is right to stop all face-to-face contact with our clients and so all work will be carried out remotely. We will review the situation on a weekly basis and respond to changing government advice.

Where any member of staff shows signs of illness, we will ask them to work at home, not attend client site or our offices and self-isolate for seven days. Where the illness shows symptoms that could possibly indicate exposure to COVID-19 we will ask them to follow Public Health England's guidelines, which currently begins by calling 111.



Should an employee be diagnosed with the virus, we will:

- Gather the facts about exposure but limit sharing of information to protect privacy.
- Lead co-ordination with the health department to identify close contacts and send notifications to all individuals within your company that were identified as close contacts: The health department investigator will contact the affected employee to determine if there were employees in close contact per the health department definition (i.e. closer than 6 feet/1.8 meters for more than 10 minutes).
- If during the close contact investigation, we become aware that any client employee(s) were identified as a close contact of a confirmed case of COVID-19, we will contact the client to inform them.