

Epidemic/Pandemic Response Statement

Statement:

During periods of widespread occurrence of infectious disease, IO Controls Limited acknowledge their duty to act responsibly in the best health interests of Staff, Customers, those more widely impacted by our works and the general population.

Full account will be taken of governmental advice will be taken during these periods with all reasonable efforts made to maintain delivery of products, services, and solutions safely and effectively.

All Staff will notify our Operations Manager immediately to report any confirmed infection such that any ongoing impacts can be mitigated.

Basic Preventive Actions:

The WHO recommends basic preventive actions to help prevent the spread of respiratory viruses which include:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when you are sick and seek medical attention as needed
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash

Communicating the Statement:

- This Statement will be maintained as documented information within the Quality Management System.
- This Statement will be communicated effectively within the organisation such that its intended meaning and impact is understood.
- Efforts will be made to ensure the Statement is available to interested parties as appropriate.

This policy has been approved & authorised by:

Name: Newton Parker

Position: Director

Signature:

A handwritten signature in blue ink, consisting of a large, sweeping loop followed by a smaller loop and a short horizontal stroke.

Date: 1st January 2021

This Policy shall be reviewed annually or when otherwise required due to significant changes in circumstances.