

COMPANY STATEMENT - CORONAVIRUS

What is Coronavirus (COVID-19 / Covid-19)?

COVID-19 is an illness that can affect the lungs and airways. It's caused by a virus called coronavirus. In January 2020 the World Health Organization (WHO) declared coronavirus a global health emergency. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties.

The UK Chief Medical Officers have raised the risk to the public from moderate to high. As at the date of our Company Statement, the UK is in the "delay" stage of its response to the coronavirus - until advised to the contrary by the UK Govt. We continue to receive regular updates from the UK Govt. advisory websites, from the NHS and Public Health England and we shall continue to monitor all information and adhere to the recognised published official guidelines.

Preventative Measures

Squire Energy Limited acknowledges that employers have a vital role to play by taking sensible action to prevent the spread of COVID-19 such as ensuring that workers have access to appropriate hygiene facilities such as hot water, soap and bins to get rid of used tissues.

The risk of catching it within the workplace remains low, although an increasing number of employers are encouraging their employees to work from home in order to help to prevent further spread of the virus.

Workers are advised to maintain good hygiene standards around the workplace by following the latest advice from the World Health Organisation's (WHO) website which includes the following basic protective measures and this is the guidance we shall give to our employees:

- Wash your hands frequently with alcohol-based hand wash or wash with soap and water for at least 20 seconds
- Maintain social distancing- maintain at least 1 meter (3 feet distance) between yourself and anyone who is coughing or sneezing
- Avoid touching eyes, mouth and nose
- Practice respiratory hygiene - Using the nearest waste receptacle to dispose of the tissue after use
- Stay informed and follow the advice given by health care providers
- In the UK, the National Health Service (NHS) has advised that most people can continue to go to work, school and other public places, and that self-isolation is only to be undertaken if the individual is advised to do so by the 111 online coronavirus service or a medical professional. Read the full NHS advice <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Emergency Planning Advice:

Our advisors (Mentor, IOSH, RoSPA etc.) as well as UK Govt., Public Health England etc. advise that individuals and businesses follow good practice in emergency planning, preparedness and response. This can be achieved by adopting the following steps:

- Develop a response plan for if someone in the workplace becomes ill with suspected COVID-19. This should include the immediate response e.g. isolate the individual and contact the local health authority
- Plan to identify persons who may be at risk without stigma or discrimination
- Explore ways of remote working (teleworking / home working) that will allow workers to continue their work from home

- Develop a business continuity plan for an outbreak, which covers:
 - How your organisation will continue to function if workers, contractors and suppliers cannot come to your place of business
 - Visitors and vendors who have access to the building
 - Communicate to workers and contractors about the plan and their role in it
 - Ensure the plan addresses mental health and social consequences of a case of COVID-19 in the workplace
 - For further information on emergency planning read the World Health Organization (WHO) document Getting your workplace ready for COVID-19 via <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf> or UK Government Guidance Preparing for emergencies via <https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies>

Guidance when Travelling for Work:

We shall follow the widely available recommendations for businesses where their employees have to travel outside the UK for work:

- To effectively manage travel risk, businesses need to ensure they have proportionate and robust policies, procedures and controls in place. Communicate these to all relevant parts of the organisation, providing information, instruction and training as appropriate.
- Consider whether the travel is necessary.
- If travel is deemed necessary then businesses need to effectively but proportionately manage the risk, with controls identified and implemented which reflect the nature and severity of the risk. Such controls should be identified through the appropriate risk assessment.
- Businesses will always need to know where their workers are and where they are going.
- Should business travellers become involved in an incident or emergency situation, then the means should be in place to provide support for them.
- Businesses should provide relevant information, instruction and training to travellers, the nature and extent of which should be identified during the risk assessment process.
- Focus on your travellers' wellbeing. Frequent international travel has been shown to have negative effects on both physical and mental health, with situations such as a disease outbreak providing further sources of concern.

As the Company currently has no ongoing operations overseas, the above is provided for general information only.

Emergency Preparedness

The Company continues to closely monitor the coronavirus (COVID-19) situation very carefully. Our customers, partners and employee's health and safety remain our absolute priority and as such, our actions are guided by the latest advice from the World Health Organisation (WHO) and Public Health England.

We have been pro-active and measured in our approach so far, ensuring our daily processes are not interrupted due to the current situation. These are the following actions we have taken:

All employees:

- We are regularly updating employees on the situation and on necessary precautions to take based upon expert advice
- Mobilised our business continuity team to test and ensure our prepared plans are robust and effective

- If any of our employees are feeling unwell, we ask that they contact their line manager and discretion is available to allow working from home

Office based employees

Within our office we have installed anti-bacterial gel dispensers and displayed information of the importance of washing hands properly to avoid the spread of any virus and to encourage our employees to follow good practice.

There is a limited chance that an employee could contract or meet someone who has the Coronavirus. If this happened, it is likely that we would have to close one of our offices temporarily. Therefore, we shall be testing the resilience of our software and access to our systems should the situation require any or all our employees to work from home. Specific actions we have already taken include:

- Ensuring all employees with office-based IT systems access have the means to access our systems remotely with the appropriate anti-virus and systems software loaded and tested and training provided
- Ensuring all employees can access the Company systems remotely and safely from a remote location
- Require all employees to take home their laptops nightly to ensure that homeworking could commence instantaneously
- A programme of a one day, with notice, homeworking test
- A programme of a one day, with minimal notice, homeworking test
- We will provide all employees with hand sanitiser
- We will provide all employees with FFP3 type face masks and additional instructions on their correct use, and when and how to use – via <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- To follow the advice provided by NHS and Public Health England

We envisage that the homeworking tests will prove successful and will demonstrate that the Company can deliver a seamless service in the event of any enforced homeworking due to the spread of the Coronavirus.

Field-based employees

Our field-based engineers, operatives and managers are likely to encounter many people during their working day and so we have communicated the most effective ways to protect themselves and others against contracting and spreading the coronavirus. Specific advice taken from the NHS includes:

- To frequently clean their hands, when visiting and leaving sites, following the advice to use ‘soap and hot water, cleaning your hands for the time it takes to sing happy birthday twice’
- Cover any cough or sneeze with the bend of their elbow if they do not readily have a tissue to hand
- If they have a tissue, cough and sneeze into a tissue and dispose of the tissue - ‘Catch it, bin it, kill it’
- Maintain a distance of at least 1.0m (3’) from people who are coughing or sneezing
- To follow the advice provided by NHS and Public Health England

Company Coronavirus Guidance (internal)

Our internal Coronavirus Guidance can be found on the Company SharePoint system. This is regularly updated and is based upon the advice by the UK Govt. and recognised experts in this area to reflect the ever-changing situation.

55 High Street
Epsom
Surrey KT19 8DH

01372 360607
enquiries@squireenergy.co.uk
squireenergy.co.uk



Additional Sources of Information

As the situation is changing rapidly, and to ensure Company guidance is current and correct, and we offer and provide the highest focus on the health, safety and wellbeing of our employees, customers and the general public, all employees should refer in the first instance to the following:

- WHO - for their Situation Reports - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>.
- Rolling updates on COVID-19 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>
- Public Health England – for latest situation reports in the UK - <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

Registered office: Sentinel House, 10-12 Massetts
Road, Horley, United Kingdom, RH6 7DE
Registered in England No: 04786330
VAT No: 816071448

