



Weekly Update 15th May,

Dear Friends and Colleagues,

As we approach almost fifty days of closure its clear from both the wider society perspective and within our own industry things are starting to come back alive, albeit very gradually. A recent testing sample of 11,000 people showed that around one in 400 people currently have the infection, so whilst the virus remains in society the measures taken have clearly controlled the spread well, and it's now been in decline for some time.

Last week, we had manufacturing operations in Harelaw only, from Monday 18th this will be extended to Blackburn and Huthwaite, with North Shields remain closed for the time being. The aim here is to be able to get as many accounts as possible processed and made at their useful 'home site' whilst minimising numbers at work at each site and inter group transfers.

As we take small steps forward our primary aim is to do this safely. I therefore think it's worth repeating here the detail we have undergone in terms of risk assessments, new procedures, protocols and social distancing within our sites. As and when you return, you will receive all of this information and be requested to acknowledge you understand and will abide by any new systems that are in place for your protection.

In advance of this, can I strongly recommend you make yourself familiar with what will be to come, full details can be found online here:

<https://claytonglass.co.uk/about-us/employee-zone/>

Passcode – 280511

The file is the 3rd one down and is named: "Covid-19 Induction, RA & SOP"

Finally, on this issue, for any queries relating to your health and safety on return, please contact **Stephen Faulkner**, Operations Director on **07515 951284**.

Regarding your return to work, whilst timescales remain unclear, it is likely that over next week and beyond more and more staff will be required to return to work. Can I remind you that it is a legal condition of your furlough position that you remain available for work, and contactable by the method you have provided. In most cases, initially we will be in contact via email, if we fail to hear back from you, then we will make contact by phone.

As and when we off-furlough you and your position, we will do so based on skillsets and numbers to satisfy our manufacturing plan at the time. If you don't for any reason take our call, fail to reply, or are otherwise unavailable for work, we are required by government to terminate payments made under this scheme. To avoid any possibility of this please do look out for our email communications and check messages on your phone on a regular basis.

Finally, a word on the economic outlook. We of course work closely with the owners and Directors of our customers and suppliers alike, and the general view is that whilst most will return, medium term sales and therefore staffing requirements will be around 25% down from previous levels. We are being told in confidence of many large scale redundancies, and you will see if and when you are asked to return, a number of high profile customer names missing from the outset, as they simply run out of cash to pay wages and bills, and fall by the wayside with mass job losses.

I have absolute confidence in our business and the ability to rebuild longer term. However, we have had to take extreme measures to protect ourselves from this same fate. I wrote to you all earlier this week with a plea for your support to weather this storm in the short term, and I thank the hundreds that have already replied, giving their support to all of us through this time.

If you haven't yet replied, please do so no later than 22nd May 2020, so we are able to better assess what staff and shifts we are able to fund and retain in the short term.

Please continue to take care and follow all advice as we hopefully reach the end of the tunnel and a return to normality. The next update on this site will be Friday 22nd May.

Kind regards,

Ryan