



Shred Secure Continuity Plan

In the Event of Swine flu Epidemic

As the spread of the swine flu virus accelerates, Shred Secure is taking the current steps to protect their employees and ensure their business is prepared.

1. Improve workplace hygiene

- Antibacterial Soap is available in all washrooms and the Kitchen
- Tissues (these should be used once and disposed of promptly).
- Antiseptic wipes to keep all common work areas germ-free including telephones, keyboards, door handles and work surfaces.

Other current guidance regarding hygiene includes:

- Put signs up to remind employees and visitors of their responsibilities to maintain personal hygiene.
- Continue running air conditioning systems as normal if provided.

2. Put contingency plans in place

- Identified the basic requirements of the business and any critical activities that must be maintained.
- Created a list of the transferable skills of each employee and consider who could be retrained or redeployed in the event of staff absence.
- Carried out the required training which could be as simple as one staff member showing another how to do a particular element of their job.
- Encourage methods of communication that reduce face-to-face contact.

3. Manage employee absence

- Ill with flu, or ill for other reasons.
- Caring for others who are ill.
- Absent due to fear/avoidance of infection.

Shred Secure is promoting an environment in which staff who become unwell feel they are able to stay at home until they are better, and actively advise employees to do so.

Shred Secure have reviewed the points below with all staff:

- Confirmed the process for calling in sick. Employees should inform their Line Manger if they can't make it into work. They should advise their Manager when they think they will be able to return so other staff can carry out their duties during the period of sickness.