

## Business Continuity Plan statement-Covid-19 Outbreak-July

Bigneat Group fully recognises that managing risk for the sustainment of the company's activities is vital. This Pandemic in particular can significantly affect the companies overall activities, however, we are confident we are able to mitigate these risks providing a "business to as near usual" by implementing the following contingencies;

As a result of the measurable reduction in the spread of the coronavirus, the UK Government is now relaxing the extent of the "lockdown" phase although still continuously monitoring the situation. The "social distancing" requirements, however, remain the same and Bigneat will continue to adhere to these requirements for the safety of both our employees and our customers.

Bigneat has already assessed the sourcing of all critical components and managing the associated logistics to promptly increase our stock levels to mitigate risk. The findings will be used to update the company's existing business continuity/disaster recovery plan.

### **i. Utilising Resources-loss of personnel**

Bigneat employees are already fully integrated within our operational systems and can be utilised to reduce the impact of a number of employees becoming unavailable for work due to imposed self-isolation, affecting operations to varying degrees.

A significant number of employees are now working remotely away from the office at their homes, with full access to all systems to ensure continuity of valuable technical, administrative and sales support functions.

### **ii. Maintaining supply of goods and support services**

Since Bigneat own and operate their own service vehicles, any disruption to national postal or transport infrastructure would not impact in the intermediate period too greatly on the ability to supply products, or spares to customer's sites, or collect supplies from sub-contractors.

### **iii. Failure of our own supply chain**

Bigneat have suppliers providing certain critical-components and have ensured that they activate contingency plans to support our supply requirements. Increased stock of critical-components has already been actioned to offset potential industry estimated delays of several weeks from these suppliers who use China along with other 3<sup>rd</sup> party overseas sources.

These measures will enable Bigneat to ensure a continued manufacturing and supply of Products, Service and Spare Parts until near normal operating facilities are restored and enable the minimum downtime in being able to provide a high-quality service to all our existing and new customers.

### **iv. Maintaining production and deliveries**

As an essential supplier and service provider to the pharmaceutical industry, we do not anticipate closing down any of our sites, indeed we continue to do everything we can to maintain all business activities, but ensuring the risk of cross-contamination between employees and the public is minimal by implementing the latest advice and guidance from the UK Government.



We are responding to our customer's individual safety concerns and their particular logistic requirements, with our 'key worker' field service engineers continuing to provide the critical maintenance and statutory testing of client's fume cabinets and enclosures, attending their sites as long as our clients enable us to do this. Our engineers adopt strict procedures on site to minimise spreading the virus by way of careful control of hygiene, social distancing, agreed PPE use and removal, use of FFP3 grade RPE masks, avoiding all large scale meetings, using 2-man teams only as a last resort and only with enhanced procedures in place, including no sharing of tools, safe distancing, appropriate timing of tasks, no handshakes with anyone and agreed site access arrangements to avoid/minimise close proximity with client personnel.

Clients will be immediately notified where possible Covid-19 infection of any engineer who has attended their site is identified.

Bigneat feel priveleged to be working in direct collaboration with an increasing number of pharmaceutical research laboratories through design, manufacturing and delivering specialised sterile-air containment enclosures in short time to support critical screening testing of potential Covid-19 samples, now being adopted in the battle to contain the virus. This collaboration will support 50% of the countries screening programme.

Although we do not manufacture or supply medical devices, drugs or other direct patient contact products, our fume cabinets and related products are installed in many laboratory-based companies, (pharmaceutical based processes and in applications with certain NHS Trust hospitals), and this in itself will not adversely affect the operational integrity of those existing medical or pharmaceutical based facilities.

We will continue to review and update our contingency plans accordingly and communicate these to all our clients

Michael Tanner

Compliance Manager  
Bigneat Limited

7<sup>th</sup> July 2020