

A black and white electron micrograph showing several coronavirus particles. The particles are spherical with a distinct outer layer of spikes (glycoprotein spikes) protruding from their surface. The central particle is in sharp focus, while the others are blurred in the background.

CODEX

RISK ASSESSMENT

SPECIAL MEASURES FOR PREVENTION OF RISK
FROM CORONAVIRUS

MARCH 12TH 2020

GENERAL INFORMATION

Codex has prepared this document to provide information to all interested parties about our approach to risk management relating to Coronavirus, also known as **Covid-19**. We have consulted widely with the guidance provided by the [Irish Government](#), and provide hyperlinks highlighted in blue font herein, where appropriate, so that the reader can refer to the most up-to-date information available.

Having considered the authoritative advice available, and in line with the general recommendations, the Codex management team has adopted the approach to continue with our business activities as normal, with the exception of those **General Preventive Measures** documented below to address specifically identified areas of concern.

GENERAL RISK PROFILE

INITIAL INTERNAL RESPONSE

From the time of the first reporting of Coronavirus through the international news media, the Codex management team became aware that the issue was significant to us, with a potential for negative impacts because of the nature of our business.

In consultation with our external provider for Human Resources, we issued a communique to all personnel on the 27th February to make them aware of the current situation at that time, and to provide advice of preventive measures, where appropriate.

RISK ASSESSMENTS

There are several unique contextual issues which arise as a result of the current Coronavirus concerns. The following analysis provides for all organizational considerations and is supported by further internal documentation where appropriate. Risk assessments have been reviewed and updated in line with recent developments (as of 12th March 2020)

RISKS RELATING TO WORKFORCE MOBILITY

SALES MANAGEMENT ACTIVITIES

Sales Team and Account Management personnel, who ordinarily visit customers to carry out their work, provide significant exposure to Codex operations because of the travel involved and the social nature of their work.

DELIVERY & YARD ACTIVITIES

Commercial vehicle drivers, carrying out deliveries to customers also provide Codex with exposure to significant risk as they visit multiple locations and return frequently to our warehouse facilities. In addition, due consideration for the risks associated with loading and unloading activities is required given the number of vehicles through our facilities each day.

INTERNAL MOVEMENT

All personnel have a need to move throughout Codex facilities as they go about their work. There is a general risk, to secondary transmission of Coronavirus, where in direct contact with an infected individual.

RISKS RELATING TO INTERNATIONAL TRAVEL

TRAVEL FOR WORK

Where Codex personnel travel internationally as part of their work, there is an elevated potential for negative impact on operations, given the global spread of the Coronavirus infections. The pace of change is high, with ongoing reporting of further cases, and new territories being affected. Also, Codex is occasionally visited by representatives of our trading partners, some of whom travel internationally, who may provide some exposure to risk.

TRAVEL FOR PERSONAL REASONS

Personnel who are travelling internationally for personal reasons, may also present a significant risk to Codex operations, upon their return to work.

RISK RELATING TO DELIVERY TO HOSPITAL & MEDICAL FACILITIES

To provide for the delivery of products and services to our customers, delivery personnel employed by Codex, including external providers, are required to enter hospital premises, delivering to various internal locations, which may present a risk with regard to the spread of infections.

RISK TREATMENTS

GENERAL PREVENTIVE MEASURES

HAND HYGIENE

To address our concerns regarding the movement of personnel throughout Codex office and warehouse facilities, we have provided hand cleansing gel and wipes at numerous locations. All personnel who drive for work, whether private or commercial vehicles, are provided with Hand Hygiene gels and wipes as required.

Additional measures such as refraining from handshakes and other forms of physical personal greetings.

OFFICE HYGIENE

We have extended the contract with our external provider of office cleaning services to include specific measures to address our concerns regarding public and open working areas.

CORONAVIRUS AWARENESS TRAINING

All Codex personnel have participated in our Coronavirus Awareness Training sessions, which have addressed the following aspects;

- Discussion on the vulnerabilities associated with **Workplace Mobility** and **International Travel**, as documented above
- Discussion on the **Coronavirus Information Poster** and feedback from personnel
- Video awareness: **How Covid-19 Spreads** video as provided by the Irish Government and available at the [LINK](#)
- Video awareness: **How To Properly Wash Your Hands**, also provided by the Irish Government at [LINK](#)
- The importance of using the Hand Hygiene gels and wipes provided, frequently
- The importance of adhering to Codex policies and controls implemented to address concerns relating to the spread of the Coronavirus, including the reporting of concerns
- We have posted copies of the **Coronavirus Information Poster** provided by the Health Safety Authority at numerous locations throughout our premises.

VISITORS/MEETINGS PROTOCOL

- All visitors to our premises and proactive calls to customers or suppliers are to be kept to an absolute minimum and any visitors that are entertained will only be by appointment. It is imperative that the originator of such a meeting would carry out due diligence and ask the relevant questions about a person's movements prior to them visiting us.
- MS Teams or Skype for Business is to be used for all internal and external meetings where possible. Some level of initial training may need to be given to those who are not familiar with the various portals. Gerard Healy will drive this training where necessary

- All physical meetings will be reduced to less than 10 people and to be kept as close to 15 minutes as is practical. Again, we strongly encourage the use of MS Teams and Skype for Business in this regard.

MINIMISING INTERACTIONS ON CUSTOMER DELIVERIES AND GOODS IN

- Deliveries to our customers will continue as normal for the moment with all precautions in place e.g. control measures to be adhered to e.g. hygiene practices, washing of hands after interaction etc.
- We have decided that until further notice our drivers will request a name and will sign their PDA as “no signature at this time” – We will therefore only be capturing a name and date as a proof of delivery. Our aim is to minimise direct contact with others.
- We will also introduce similar measures with regard to the signing of documentation on inbound freight. We will no longer be signing inbound paperwork or PDA's and will only give our name as recognition of receipt.

TRAVEL MANAGEMENT

A new process has been introduced to document Codex considerations regarding International Travel by all personnel, whether for Work or Personal reasons. We are actively encouraging all personnel to visit the Department of Foreign Affairs website, to carry out some basic research about their intended destination before committing to their travel arrangements.

Where this research produces any relevant concerns, personnel are required to report this to their immediate supervisor or top management, so that Codex can consider whether any additional guidance can be provided, or indeed, whether specific preventive measures need to be taken while travelling, or upon their return.

SELF-ISOLATION

To differentiate between Self-isolation and Limited Social Interaction, as per the definitions provided on the HSE website [LINK](#);

- Self-isolation means staying indoors and completely avoiding contact with other people.
- Limited social interaction is avoiding contact with other people and social situations as much as possible.

The above weblink provides the reader with expert advice on how to self-isolate if required to. Codex ensures that appropriate levels of support are provided to personnel where applicable.

BUSINESS CONTINUITY

SUPPLY CHAIN CONTINUITY

Codex has a range of business continuity measures in place to address standard business supply chain continuity. These measures can be provided separately if required.

Specifically, on COVID 19, we are corresponding with all our key suppliers to ensure that they are maintaining their ability to meet our objectives with regards to supply of products and services. We have been given assurance by them that they have taken every possible measure to prevent the spread of COVID-19 within their workforce and throughout their customer base which includes Codex.

Codex will utilise all of its four warehousing and all of its operational capacity in rotation to minimise the risk of disruption to our operations process

GENERAL

For the foreseeable future, the Codex management team will remain on high alert by continually monitoring any changes in the current status of the spread of Coronavirus. Where necessary, the team will thoroughly assess and respond to any changes in regard to the potential impacts on our operations, employees or customers. As such, appropriate resources are being made available to ensure that we can react to the necessary extent.

CORONAVIRUS OUTBREAK

Where Codex suffers from an outbreak of Coronavirus Disease at our facilities, Management will ensure that all appropriate measures are taken in response. Incident response plans are in place to ensure that confirmed incidents are controlled to ensure best practice is applied.