

COVID-19

Group Update

Dear all,

As we strive to flatten the curve of COVID-19 cases in many countries around the world I thought I would start with a quote from the Director-General of the World Health Organisation that really echoes for us in Colart:-

"As societies open, many are starting to see an increase in transmission. Much of this increase is occurring in case clusters related to gatherings of people and crowds. These gatherings can be amplifying events that can be the spark that creates a much larger fire. Every country and community must make its own decisions about how to host events safely, based on their own level of risk. We humans are social beings. It is natural and normal that we want to come together for all sorts of reasons. There are many ways we can be physically apart but remain socially connected."

As Dennis talked about in the Town Hall today, we recognise the need to stay *socially connected* so maintaining our "feeling of family" but it is important that we do this whilst remaining vigilant....

COVID-19 is still very much with us

In last week's update we talked about two cases of COVID that had arisen in Le Mans business unit and unfortunately, an additional case came to our attention at the weekend. The individual concerned has confirmed that the infection was caught outside of the factory so reinforcing the need for vigilance at gatherings highlighted by the quote above. Whilst the individual thankfully is not exhibiting any symptoms, his vigilance and commitment to safety protocols has given us confidence that there is no risk of spread to others in the business unit. We wish all three a speedy recovery to full health.

For sure we will not be able to stop cases arising like this but what we can do is minimise their impact in Colart as far as possible by collective discipline. Continuing to wear a mask, regularly washing our hands and maintaining physical distancing are therefore vital for the protection of us as individuals and our colleagues.

Protect your wellbeing

Interestingly, the COVID period has led to a boom in vegetable gardening across the world with an urban farming boom. Whilst gardening can simultaneously improve our moods and diets (I know several people across the group can tell us more about this!), it is important that we focus on protecting our well-being. Remember the quote that Dennis read out in the Townhall: -

"If you don't make time for your wellness then you will be forced to make time for your illness".

We of course want to avoid this which is why each line manager will be receiving a help sheet to help them promote open dialogue within all teams about well-being. This of course relates to everyone in Colart wherever and how ever they work – working remotely or not.

Remote working as part of our new norm

We noted last week that a workbook to support remote team leadership will be distributed to line managers – this has already been circulated in the US, UK and Northern Europe with distribution to the remaining countries following translation. Recognising that remote working will be very much part of our norm, this workbook we have included guidance for managers to ensure anyone working remotely in their team has an appropriate workspace and equipment. This is to be evaluated through the completion of a self-risk assessments focusing on factors such as display screen equipment. If you have any questions on this topic please talk to your line manager or local HR team.

With remote working, Dennis also highlighted in the Town hall the importance of building a rhythm for office attendance in line with the current direction of up to one to two days per week. Of course, that rhythm starts at the top and the GLT will be creating a regular and visible pattern for attendance in the office. This is something that will be replicated by all senior leadership teams across Colart in offices that are working remotely.

Of course, we would like to see attendance in the office linked to collaboration and connectivity as *individual* work can be performed remotely....again, with this in mind, the need for safety protocols whilst in the office must be remembered.

Feedback helps us to improve...

We now have one more left for everyone to complete the **employee engagement survey** for 2020. So if you haven't already completed the survey, please take the few minutes to do it....in this way we can ensure a return rate for **all** locations to match the great response from China of over 90% completion.

Remember for office-based people, you will receive the survey directly from **DotMailer** and for those of you who are not office based, the HR team will make the usual arrangements for you to be able to complete the survey during the working day. If you have any questions, please contact your local HR team.

In the meantime, **STAY SAFE** - please take care of yourself (in **all** ways), get creative (remember the Wall and the Think Tank if you have some good ideas to share) and as Dennis said, **keep talking** using all routes available to you.

1. Your line manager
2. Your local HRBP
3. The Q&A platform on the intranet

In this way we can all have confidence that the Colart Family will continue to successfully navigate together any challenge thrown at us.

Regards,

Jane Beeston