

COVID-19 Group Update

Dear all,

The new year is continuing at a pace although many of us across the group are experiencing *Déjà vu*, *Seen that before* or *Ground Hog Day* because of the continuing restrictions and our lives apparently on hold!

But these restrictions have a purpose. Whilst the vaccination programme taking place in every country gives us hope for the future, we must remain vigilant. The fact that three of our colleagues are currently suffering with the virus is evidence of this need and we send them our best wishes for a quick recovery.

Keeping to the basics...

We cannot stress these basics enough and here's a reminder:

1. Work remotely for those who **can**, only attending the workplace for the purpose of maintaining connectivity and collaboration for up to one day per week (for at least the short term)
2. For those who cannot work remotely, you should continue to come into work as normal whilst aiming to avoid using public transport.
3. When in work (whether factory, warehouse, or office) follow the clear safety protocols that are in place to protect everyone's health and welfare.
4. Take responsibility for keeping to the safety disciplines in terms of hand washing, wearing face masks and maintaining physical distance.... **Hands, Face, Space.**
5. Business travel is still not acceptable unless authorisation has been obtained in advance. If you do need to travel please ensure you wash your hands before and after your journey, maintain social distancing and wear a face covering over your nose and mouth for the duration of your journey.
6. Take responsibility for yourself and others.

Little Elephant art classes during lock down...

In the last update we talked about running a calendar of free art events for children of Colart employees who are being home-schooled due to COVID restrictions. I am pleased to say that the sessions this week via Zoom have proven to be a "test" success and I'd like to update you on the learnings:

1. In total 61 students joined over the three days.
2. Many of the attendees were returners across all age groups showing great engagement.
3. The format for the 4-6 and 7-10 age groups worked really well and new joiners were able to take part easily.
4. The 11-15 age group has proven to be more difficult for new joiners as the early attendees started a project to make their own 3D art gallery! Can't wait to see the

pictures for this! We are therefore reviewing how we can better welcome new attendees to these sessions.

5. There were no attendees on any 1pm class as this slot clashes with other lessons or perhaps lunch. We plan to stop this session so if you have any thoughts on this please let us know.

Based on the success of this week's test, we can confirm that:

1. We will continue with the classes.
2. You can share the Zoom link with friends and family.
(<https://zoom.us/j/94251161228?pwd=QzhIRzQzeVAyQ09Pay9GTWpieXhoQT09>)
3. Elephant will expand upon the idea to create a public Elephant version.
4. Elephant will work with the course tutor to curate a bundle of products needed for each age group that can be purchased from the Elephant Kiosk – remember the discount applies for your purchases.

We will be running classes on Tuesday - Thursday according to the following schedule (all hours are GMT):

- 10 :00 to 10 :45 – 4 to 6 year olds
- 11 :00 to 11 :45 – 7 to 10 year olds
- 14 :00 to 14 :45 – 4 to 6 year olds
- 15 :00 to 15 :45 – 7 to 10 year olds
- 16 :00 to 16 :45 – 11 to 15 year olds

Some of you have already posted some wonderful photos on the Wall showing your kids at work being creative. Please continue to share these stories for everyone to see.

Stay connected...

As Dennis reinforced in the Townhall, it's really important that we really nurture our sense of family by keeping connected with each other. This does not just mean connecting with others to discuss work but to connect on a personal level. We realise that many of you may be experiencing challenges beyond work so having someone to just talk to is priceless in value. Give it a go! Speak to someone you have not spoken to for a while to say "hello and how are you?".

Of course, if it's more than contact you need to cope with the challenges being faced, please let us know by talking to your line manager or local HR Business Partner. It is important that you do not face your problems alone.

Our mantra...

As always, please **STAY SAFE** – please follow the basics outlined above and any advice from the government in your country.

Finally, remember we want **every voice** to be heard...so please keep talking to us and this includes telling us if you are struggling in any way. You can use all routes available to you: -

1. Your line manager
2. Your local HR Business Partner

3. The Q&A platform on the intranet

With a combined mindset of resilience and determination, the Colart Family will continue to successfully navigate together any challenges thrown at us.

Regards,

A handwritten signature in black ink that reads "Jane". The signature is written in a cursive, flowing style.

Jane Beeston