

COVID-19

Group Update

Dear all,

As we passed the one-year mark of the restrictions linked to COVID in Europe and the US, there are many news stories reflecting on what we have learned and how life has changed. Of course, the one question that we continue to ask is, will we ever get back to normal?

Many news stories contain interviews with people asking them what they miss most about our current way of life. For me, it is being able to meet up with friends, and I am looking forward to a drink with them, watching the sun going down. Of course, I feel very privileged to say it is my social life that I miss when many more people worldwide see the fundamentals of their lives challenged. Stopping the spread of the virus must continue to be everyone's focus, whether at home or work, by adhering to safety protocols and advice.

Holiday travel

As COVID progresses that it is increasingly difficult to set global rules. Countries are at different stages in the pandemic, whether concerning case numbers, restrictions, and vaccinations. With very few places untouched across the world, it is difficult for us to set clear guidelines for specific topics like travel. There are clear principles that we have followed from the start and that we will continue to follow, and they are:-

1. First and foremost, will be to follow the government's rules and advice in each country we operate.
2. Business travel is still not acceptable unless it is essential for customer-facing reasons and authorised in advance.
3. For holiday travel which we know people are starting to think about...the one thing that we ask is for everyone to continue showing caution before organising holiday travel for pure pleasure. Check out the rules and health advice and think about the importance of protecting your health and those around you.

Quarantines, blocks, and restrictions are still in place, making the situation in every country challenging to predict. If you have clear family reasons for making international travel, it is vital that you talk to your line manager about your reasons before booking anything. In that way, we can support people as appropriate and avoid upset.

Remote Induction

We have another remote induction session for all new starters scheduled for this Wednesday. Topics are: Digital and Northern Europe. Please check out this link at the end of the week for the recording of the session: -

https://intranet.colart.com/en/document_category/induction-pack/

If you have had a chance to watch the videos, please give me your thoughts and feedback – what more can we do to improve understanding of the different activities across the business.

London Hub

Last week we communicated to our colleagues in London that we will be moving home! Our time in the Studio Building is ending, and we are using this opportunity to move to a new location.

Our experience with COVID has shaped this decision. The blended way of working here to stay in terms of working at home remotely and in the office working. The move also helps to integrate with Elephant Space as the new location is very close by. We plan to move during August with everyone in place by the beginning of September. We will share pictures shortly so that you can all see the new London Hub home....yes, we are dropping the label Head Office as we feel London Hub better represents what we want it to be.

Little Elephant art classes

Our experience with little elephant classes during lock down has been so valuable, we are looking to continue. Check out the promotional notice from Elephant [here](#).

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 handwashing, 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.

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

Regards,


Jane Beeston