



Coronavirus (Covid-19) Public Statement

We wanted to continue to assure you that the wellbeing of our clients, drivers and employees remains SDM Holdings number one priority.

We continue to have a fully comprehensive Business Continuity Plan actively in place for Coronavirus (COVID-19), in force across all of our sites. At its core is an adherence to [Public Health England \(PHE\) guidelines](#) issued by the UK government and regularly updated. Redacted copies of our Business Continuity plan are available to every client upon request.

In addition, we have specific process updates to minimise service impact to our clients and the risk of covid transmission:

- We have a full set of supplementary services to assist clients in accessing their data and all times, this includes increased scan back capacity and informational retrieval by trained staff that can be disseminated using a data secure method of the clients choice.

- All “non-business essential” travel and non-essential physical contact between our staff on site and with clients continues to be stopped until further notice.
- As part of our business continuity planning we have cross trained staff to reduce any impact on any of our services to our clients.
- We are still encouraging home working until further notice, bar those that are site essential and drivers.
- We actively encourage all staff to get a Covid-19 vaccination and any subsequent boosters, as well as getting the annual vaccination against influenza.
- We actively encourage all staff to carry out a lateral flow test when they experience any cold/flu/covid symptoms.
- We supply LFT tests to all staff on request free of charge.
- We have maintained strict cleaning regimes and hygiene stations at all of our sites.
- We continue to provide gloves and masks for staff and visitors to use at their discretion.
- We have strict internal procedures that must be followed following a positive LFT/PCR test for staff.
- All face to face meetings have been replaced with meetings utilising remote technology such as Microsoft Teams wherever possible.
- Our drivers have hand sanitiser, masks and gloves available in each and every vehicle. They will clean their hands before and after every collection/retrieval of records.
- Where possible, drivers will maintain a 2-meter distance when carrying out any transactions with another party.

Our Business Continuity plan has robust contingency measures in place to ensure the continuity of our service.

SDM Holdings will continue to monitor Public Health England advice closely and stands ready to make necessary changes to help protect you, your colleagues and our staff members.

If you have any questions or concerns, please contact our Quality Manager, Nicola Peters at nicola.peters@securedatamgt.com.