



25 March 2020

Fastbase Business Software Ltd – Coronavirus Policy

Fastbase will be providing normal service to customers during the coronavirus lockdown period.

Fastbase Business Software Ltd is an essential service provider. Fastbase Ltd provides IT and data services to customers in a number of sectors:

- Fast-moving consumers goods: food packaging, sale of food
- Primary industries: food production & processing
- Utilities: electricity distribution suppliers

Customers in these and other sectors depend on Fastbase software & services for the operation of their businesses.

Staff will work from home as much as is practical. Staff may work from the office in the following conditions:

- Only one staff member will be present in the Fastbase office at any one time. Any staff member present in the office must either be unaccompanied, or accompanied by members of their own household only.
- Staff may not permit anybody else (anybody not a member of their own household) to enter the office. Any interaction with an outside person must take place outside the office, while maintaining a safe interpersonal distance.
- Before a staff member may enter the Fastbase office they will first ensure no other staff member is already present in the office. When two staff members are in the office consecutively, they will either ensure there is at least a seven-hour interval between their presence in the office, or if the interval is less than seven hours they will use sanitary products appropriately to ensure no cross-contamination via surfaces.

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