



Emerging from COVID-19 together

August 2020 Updated plans for our 'Return' phase

Emerging stronger

Updated The purpose of this updated guide is to reconfirm the company's commitments to ensure your health, safety and wellbeing as we continue to emerge from lockdown.

It also provides in one place all the resources, information and links shared by the CMT, and explains what you need to do to make sure we carry on working safely together.

Our return will continue to be thoughtful, measured, progressive and timely, and in the following pages you'll find the information we originally published in June, along with some August 2020 updates.

We've still got some way to go as we emerge from lockdown, so we've decided to remain in our 'Return' phase which we expect to run until the end of September. More information about each phase is available on Page 3, and the updated guidance is summarised for you on Pages 6 and 7.

Meanwhile, specific arrangements on your site have been shared with you by your local leadership team or line manager in recent weeks, and any further local updates will be communicated in the same way.

As our journey towards a 'new normal' continues, I've remained hugely impressed by your hard work, resilience and support for one another and for the business.

If we stay guided by our values and driven by a collective determination, I'm confident we will continue to succeed for our customers and emerge as a stronger company.



Will Downie
Chief Executive Officer



As our journey towards a 'new normal' continues, I'm confident we will emerge from this period as a stronger company



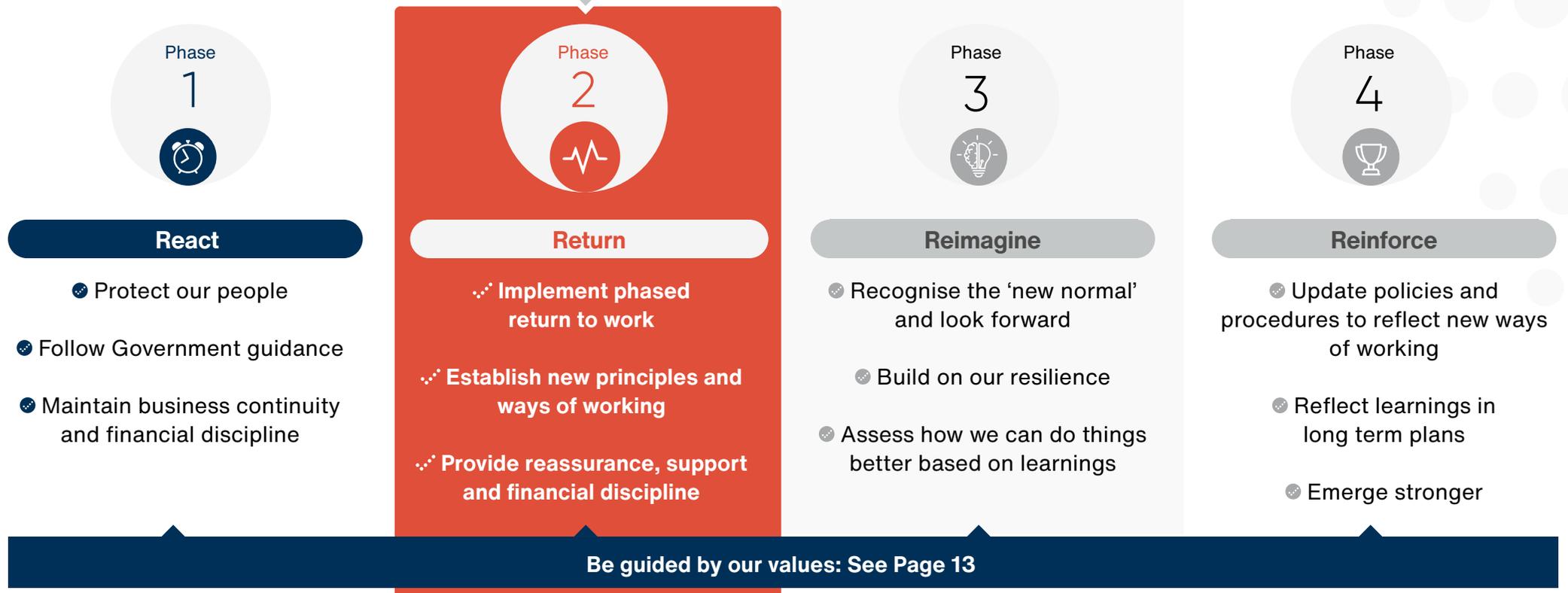
Emerging from COVID-19 as a stronger company



Updated Emerging from the pandemic is taking time, patience and commitment from us all. There is no quick return to the way things used to be. Our return is a gradual process, in phases, with new ways of working and behaviours.

While there has been an increase in the number of colleagues working on our sites during June and July, many continue to work from home. And until children can return to school in September, many parents will be unable to return to regularly working onsite and establish a 'new normal'. We're therefore extending our 'Return' phase and expect this to run until the end of September. Further guidance will follow.

Where we are now



How is COVID-19 Spread?

Updated COVID-19 is a disease caused by the novel virus SARS-COV-2.

Scientific research by authorities including the World Health Organisation (WHO) shows the main way in which the disease spreads is via saliva droplets from an infected person contaminating a surface, which is then passed on to another person and enters their body when they touch their eyes, nose or mouth.

The virus may be viable in saliva droplets from coughing and sneezing, but is unlikely to travel further than 2m maximum.

In July 2020, WHO also said airborne transmission can occur in healthcare settings where specific medical procedures generate very small droplets called aerosols. Some reports about indoor crowded spaces have suggested the possibility of aerosol transmission, combined with droplet transmission, for example, during choir practice, in restaurants or in fitness classes.

Has our guidance changed?

No. We have reviewed the WHO update and it does not contain any information that requires us to change our current guidance.

So, we are maintaining a 2m social distancing rule across all our sites and strict hygiene procedures are in place for washing and sanitising hands and keeping work surfaces clean.

Our priorities

Updated Over the following two pages we set out details of the August 2020 update, aligned to the four priority areas which remain at the heart of our plans. Original guidance for the first three areas - Wellbeing, Our Sites and Agile Working - then follows. Our fourth area, Travel, comes after that and has been updated.

What happens next?

While lockdown has been eased in many ways, the authorities have reintroduced restrictions in some areas where COVID-19 cases have been increasing.

The CMT is continuing to monitor local, country-specific and global guidance and will respond accordingly.

This guide was last updated for August 2020 and covers the remainder of our 'Return' phase, which we expect to run until the end of September. Further updates will follow.

What if things change before September?

If the measures in this guide need to change before September, we'll re-issue it to you and explain what has been updated.

How do I know what's happening on my site specifically?

Specific arrangements on your site have been shared with you by your local leadership team or line manager, and any further local updates will be communicated in the same way.

Don't forget, you can find local risk mitigation plans for each of our sites in the left-hand menu of the [COVID-19 hub](#).

COVID-19 Q&A

We're continuing to keep the questions and answers guide about all things COVID-19 updated. You can [access it here](#).



August 2020 update

Updated plans for our 'Return' phase

August 2020: Update

Wellbeing

What's the latest?

Our position is unchanged: We remain focused on supporting you to look after your mental and physical wellbeing

New Information

In addition to the Wellbeing guidance and resources on Page 9...

Have you done your DSE self-assessment?

Whether you're working from home, onsite, or both, always make sure your work space is set up correctly:

- If you haven't done so, carry out a Display Screen Equipment (DSE) self-assessment to make sure your desk, chair and laptop/computer are set up properly. Access the guide to help you [here](#).
- Make sure you take regular breaks
- Talk to your line manager or Occupational Health if you're experiencing any pain or discomfort

Meetings

Consider scheduling 45-minute meetings rather than 1 hour to allow for a break.

Have you booked your holiday?

It's important for our wellbeing that we all get a good break and time away from work.

To help us manage resources, please book your leave as soon as possible and don't leave it until the last minute. Follow the normal booking procedure with your line manager, and check the latest government travel updates for the [UK](#), [Switzerland](#) and [Germany](#).

Building resilience

Resilience helps us to develop coping mechanisms for dealing with stressful situations and to protect our mental wellbeing. There are a number of things we can do to develop resilience, including lifestyle changes, looking after our physical health, and being less hard on ourselves. Find out more [here](#).

Our sites

What's the latest?

Our position is unchanged: We're continuing to ensure we can all work safely

New Information

In addition to the Our Sites guidance and resources on Page 10...

Don't forget to:

- Continue with 2m social distancing
- Wash/sanitise your hands regularly
- Be flexible about where you work if you're onsite
- Reduce clutter at your workstation and wipe clean your desk/computer before and after you use it
- Use planning tools to ensure we can socially distance in work areas

Are you up to date?

If you haven't already, familiarise yourself with the risk mitigation plans for your site, as they set out in very practical terms how we need to work safely together in each location. You can find them in the left-hand menu on the [COVID-19 hub](#).

Embracing agile

The Facilities and Change Management teams are working on a new project to make sure we use our sites in the best ways to embrace agile, safe working. More details will follow on this.



August 2020: Update

Agile working

What's the latest?

Our position is unchanged: We're continuing to empower leaders to balance the needs of the business with your needs.

Don't forget:

- Agile working is about much more than working from home
- Remind yourself what we mean by agile working and its benefits – See Page 11

New Information

In addition to the Agile Working guidance and resources on Page 11 ...

Pulse Survey: Listening to you

We'll be using your feedback from the latest pulse survey (July 2020) to help inform sustained changes to our ways of working, building on what you told us in the April 2020 pulse check. More details will be shared with you on myVectura and in our regular communications updates.

Travelling for work

What's the latest?

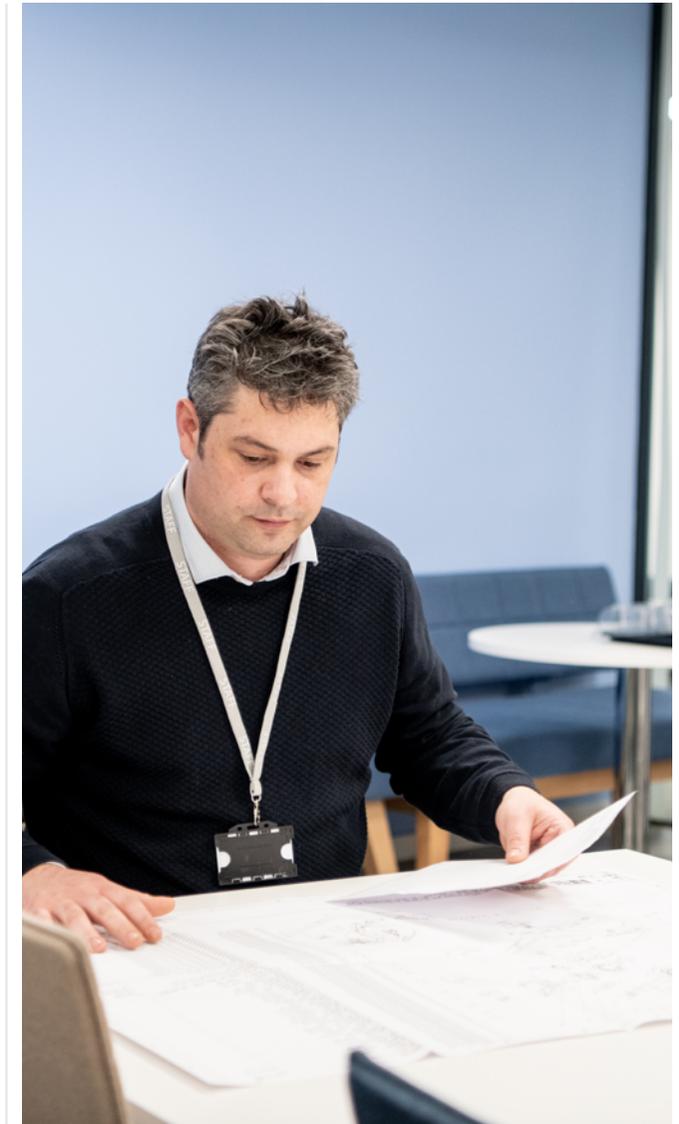
We've made some small changes to our position on travel, summarised below and included in an updated Travel section on Page 12.

New Information

- We are continuing with a stop on all non-essential business travel, both domestic and abroad. However, we've launched a new risk assessment approach for absolutely essential travel. If you believe you need to travel for work, please speak to your line manager and complete the [pre-booking risk assessment and checklist for approval](#).
- If it's been agreed you need to work onsite and public transport is your only option for getting to work, you no longer need to contact Andrew Whiston in Environment, Health and Safety. Please follow your government's rules on wearing face coverings on public transport.

Update on face coverings...

- Since this guide was first published in June, wearing face coverings on public transport and in shops has become compulsory in the UK. It is also compulsory in Germany. In Switzerland, face coverings must be worn on public transport and in shops in some parts of the country.



Our priorities

Wellbeing 

Our sites 

Agile working 

Travelling for work 

Our commitments to you

To help you look after your mental health and overall wellbeing, we're providing support by...



Being as flexible as we can to balance your needs and the impact that COVID-19 is having on you, with the needs of our customers and the business.

Continuing to provide a range of support through the [UK Employee Assistance Programme](#) and equivalents in Switzerland and Germany.



Working in collaboration with line managers and the [Mental Health First Aiders](#) to support you.

Providing a new [Health & Wellbeing Hub](#) on myVectura so you can access the latest guides and resources in one easy place.



Responding to your COVID-19 and Occupational Health questions or concerns. If you have a query, please contact Andrew Whiston, Vicki Rees or internal.comms@vectura.com

What can you do?

Stay connected with others, talk about how you're feeling, and ask for help if you need it.



Check in regularly with your team and find out how your colleagues are doing.



Look after your mental wellbeing. Use the support listed on this page and consider other resources too. Could apps such as Buddhify, Calm or Daylio Journal help you to relax or lift your mood?



Look after your physical wellbeing – there are some great tips [here](#).

Be thoughtful – for example, check colleagues' working patterns before booking meetings.



Use Employee Focus to let us know if you're self-isolating and need to stay away from your work site.

Keep sharing your stories and pictures with Internal Comms to help us all feel connected.

Get some downtime by taking regular breaks and annual leave. We all need a proper and full rest from work.

Top tips

- Schedule your day with clear work, break and lunch times, particularly if you are working from home. Consider blocking these out in your calendar.
- Consider time management tools such as the [Pomodoro Technique](#)
- Recognise and celebrate your achievements and those of your colleagues.
- Get as much fresh air and sunshine as you can.
- How much time are you spending on the news? Limit it if it's getting you down.
- Do something for yourself – whether it's a hobby, learning something new or making some time to relax.
- Help others - doing good makes you feel good too.

For more tips, visit the [Health & Wellbeing Hub](#) on myVectura

Tip for managers

Have a conversation with your team members about how they're feeling. See the [Managers' Toolkit](#) for help. Contact your HRBP if you need any further support.

Our commitments to you

To make sure we can all work safely, we're making changes to our facilities and ways of working onsite by...

Reviewing site risk assessments and taking all necessary steps to ensure everyone's health, safety & wellbeing in light of COVID-19.

Modifying how, when and where we work, including limiting the number of people in work areas and meeting rooms at any one time, so that social/physical distancing can be maintained.

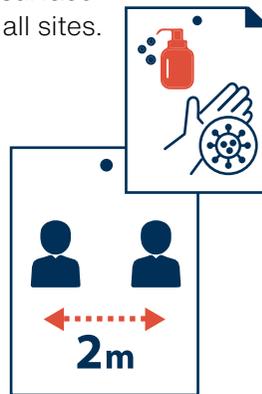
Marking out 2m spacing or one-way systems at busy congestion points, including some reception areas, to help with social/physical distancing.

Allowing no more than one person at a time to use toilets/washrooms.

Putting signs on some desks/workspaces so they're left unoccupied to help with social/physical distancing.

 Supplying hand sanitiser and anti-viral surface wipes on all sites.

Displaying posters to remind everyone about the importance of good hand hygiene.



What can you do?

Help the cleaners to keep everyone safe by reducing clutter at your workstation, and wiping your desk/computer down before and after you use it.



Wash your hands regularly, use hand sanitiser and wipes, and maintain social/physical distancing. Sanitise your hands whenever you move to a new working area.



Be flexible about where you work – there might be more space in another area of the site.

Continue to use Teams for meetings, even if you're onsite, to help with social/physical distancing. Only use meeting rooms if absolutely necessary.



Give priority to whomever is coming down the stairs before you attempt to go up.

Our approach...

Work from home where you can

Unless you need to be on site, you should continue to work from home. Limiting the number of people in our offices and labs means we can ensure the health, safety and wellbeing of all colleagues.

Returning to site safely

As the needs of our customers, patients and the business change, more people may need to return to site to work. The measures set out on this page and others, such as staggering start and finish times, detailed in the Travelling for Work section, will enable everyone to feel secure and confident while at work.

Hand hygiene and social/physical distancing

Making sure you regularly wash your hands and staying 2m away from others are the most effective ways we can all limit the spread of COVID-19. Please stay vigilant – and let's keep reminding each other.

Tip for managers

Reinforce the importance of hygiene and social/physical distancing and use the planning tools available to limit the number of people in work areas at any one time.

Got a site safety question or concern? Please contact Andrew Whiston in Environment, Health & Safety.

Our commitments to you

We're empowering leaders to balance the needs of the business with your individual needs by...



Clarifying what is expected of you and enabling you to work as flexibly as possible.

Investing in technology and cyber security to support remote and flexible working.



Providing **DSE guidance** to ensure working from home is safe and productive.



Supporting managers to keep their teams well informed and feeling safe during the COVID-19 outbreak.

Reviewing our HR Policies to ensure they embrace agile working.

What can you do?

Remember that everybody's experience of the pandemic and work is different – support each other and stay in regular contact.



Use MS Teams, video calls and adopt other new ways of doing things.

Follow this guide to help virtual meetings and workshops succeed.

No matter where or how you're working, stay focused on delivering our business goals.



Work with your colleagues and manager to agree the 'rules of engagement' around agile working to ensure the new arrangements work for the whole team.



Remember...

- Agile working isn't just about working from home, it's about working smarter and making sure we are collaborative and flexible at all times.
- Agile working means thinking differently about what we do, and how, when and where we work to deliver the best outcomes for each other, our customers and the business.
- Effective agile working can lead to improved job satisfaction, a better work-life balance, increased innovation and productivity. Trust is the foundation.



Tip for managers

Focus on enhancing levels of trust within your teams. Find out more about the 'Speed of Trust' and all its benefits [here](#).

Make sure you have created a safe environment for learning and growth. Follow [these tips](#) to learn how.

Don't forget the [Managers' Toolkit](#) also contains useful tips on virtual and flexible working.

Our commitments to you

We're adhering to international travel restrictions and avoiding domestic travel by...



Enabling people to work from home as much as possible.

Helping employees to avoid peak travel by allowing flexible start and finish times.

Supporting colleagues to avoid public transport by providing access to the Cycle to Work scheme in the UK. It could save you 25% - 39% on the cost of a bike and accessories and allow you to pay in monthly instalments. Contact hr@vectura.com for more details.



Continuing with a stop on all non-essential business travel, both domestically and abroad. We've launched a new risk assessment approach for absolutely essential travel only. If you believe you need to travel for work, please speak to your line manager and complete the [pre-booking risk assessment and checklist for approval](#).

What can you do?

If it's been agreed that you need to work onsite, avoid public transport if you can. Instead, walk, cycle or drive and don't car-share unless it's with somebody from your household. If your only option is public transport, follow your government's rules on wearing face coverings.



Avoid travel between our UK sites and connect with colleagues virtually instead. If you believe it's essential that you travel for work, please speak to your line manager and complete the [pre-booking risk assessment and checklist for approval](#).

If you're driving to work, park away from other vehicles as much as possible.

Tip for managers

Have regular conversations with your team members about their travel arrangements - keep the conversation open.

Face coverings

What's the situation with face coverings?

Since this guide was first published in June, wearing face coverings on public transport and in shops has become compulsory in the UK. It is also compulsory in Germany. In Switzerland, face coverings must be worn on public transport and in shops in some parts of the country.

What about wearing a face covering at work?

Social distancing and hand hygiene are still the most effective ways to prevent the spread of COVID-19.

Wearing face coverings at work is not compulsory, unless you're required to do so as part of our standard Quality and GMP procedures. As before, if you make a personal choice to wear a face covering at work, that's OK. This may result in some people choosing to wear one, while others don't.

If this happens, we should not see this as cause for concern but rather respect individual preferences.



How can I get a face covering?

It's easy to make your own face covering. For details, please [click here](#).

We have provided all colleagues with their own safety pack which includes a face mask. If you'd like one, please contact the UK Facilities Helpdesk or Andrew Whiston directly. We'll provide them for as long as we have them in stock.

Guided by our values

Our plans to return to the workplace will evolve in line with local government guidance and as we develop more detailed ways of working. At the heart of our plans is a commitment to keeping you safe, informed and reassured. In doing so, we will be guided by our values at all times. Never have they been more important.



Deliver for patients with pride

We are agile, efficient and deliver our commitments.

We take pride in successfully developing medicines that transform lives.



Create a great customer experience

Our customer focus guides everything we do. We use our insight and capability to create a great experience for our customers.



Work together as one team

We collaborate to achieve shared goals, using our combined knowledge and expertise to enable success.



Do the right thing

Quality is at the heart of everything we do. We work with integrity, consistently delivering to high standards.



Innovate and improve

We thrive on learning and apply our expertise to continually innovate and be the best at what we do.





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If you have any questions or concerns not covered in this guide or the associated materials, please talk to your Line Manager, Employee Representative, the CMT or your HR Business Partner.