



18 March 2020

Statement Coronavirus COVID-19

As the situation regarding Covid-19 has continued to develop across the UK, we want to assure you all that we are taking the proper precautions as a business to reduce the risks of infection whilst ensuring there is minimal disruption to our operation.

The measures listed below are in place:

- : extensive office cleaning
- : all external meetings postponed
- : disinfectants, wipes and hand sanitizers are all in use
- : all visitors and staff have been requested to sanitize on entry to the business
- : FFP3 masks have been issued to all out based engineers along with protective gloves and clear visors

As we move forward with government recommendations, the following will commence:

- : to assess working in isolation where possible
- : Identify high risk employees for home working

We will continue to monitor the situation and keep ourselves updated with government guidelines and recommendations. we will advise all of our customers of any inhouse developments

Yours sincerely

Anne Swarbrick

DIRECTOR