



### **Coronavirus Disease 2019 (Covid-19)**

The government has announced an escalation into the 'delay' stage in their plans to deal with the Coronavirus outbreak and we want to reassure our customers and suppliers that we have taken steps to maximise the safety of our employees, and minimise the effect on our services.

We have assessed our level of exposure and taken the following steps:-

- 1) We're keeping up to date with government and public health advice as it develops.
- 2) All our staff have been written to with information about how to stay healthy following government guidelines, their sick pay rights, and the scenarios they would need to self-isolate.
- 3) Our office is regularly cleaned, but we have identified and spoken to a company able to undertake a deep clean at the office if anyone tests positive for the disease.
- 4) We have taken steps to set up some office staff to enable them to work from home if need be, in order to keep everything running as smoothly as possible.
- 5) We currently hold above levels of normal stock (in part due to Brexit planning).
- 6) We do not manufacture goods, so stock is generally used on repairs, we are unable to ascertain what stock will be in high demand, because it will depend on breakdowns and is not something we are able to forecast.
- 7) We have already ordered additional stock from our Italian suppliers to mitigate any supplies issues from them.
- 8) We are in regular discussions with our key suppliers, to try and ensure our supply of critical spares is not disrupted, but we are unable to guarantee there will be no problems in the weeks ahead.
- 9) We are aware of potential extended lead times on certain components (mainly cylinders, pumps and motors) from Italy and these have been taken into account on any recent or new quotations.

We sincerely hope that your business is minimally impacted by current events, and look forward to continuing to work with you.