



## **Company Notice – Coronavirus (COVID-19)**

**Issued on: 20th March 2020**

In light of the current coronavirus (COVID-19) pandemic, we would like to advise you of the preventative measures put in place by our company to protect our employees, customers and suppliers.

Currently, we are operating mostly as 'business as usual'. Our offices remain open as normal, but, given the current pandemic, we may need to adjust our practices, particularly to reflect ongoing government advice.

### **Customer Sales and Enquiries**

At present, our phone lines are being operated as usual. However, given the unprecedented situation, we may need to amend this to only accept sales orders and enquiries via email. If you are unable to reach us by telephone please email us at:

[sales@alchemie.com](mailto:sales@alchemie.com)

### **Staff**

We have asked our staff to act diligently and exercise practicable caution. We are following the guidelines stated by the National Health Service (NHS) and the UK Government, such as following stricter hygiene procedures and self-isolating if and when required to.

### **Visitors to our site**

Currently, we have stopped all but necessary visitors from coming to our site. For those that do come:

- Delivery and Collection vehicles should only drive on site just before any confirmed (un)loading slot, if a booking procedure has been implemented on site.
- Where one of our employees (un)loads the vehicle, we ask drivers to stay in their cabs as much as possible or remain at the recommended safe distance away from staff members. Keys should be removed from the ignition.
- If a driver needs to leave their cab, they should only do so after making one of our employees aware.

### **Additional measures**

All visitors to our sites may be asked to answer a written questionnaire or be asked the following questions in person (or any other relevant questions, if official advice changes):

- Have you been to mainland China or any coronavirus (COVID-19) affected country in the past 14 days?
- Are you experiencing/have you experienced any of the following symptoms in the past 14 days: fever/chills, cough, shortness of breath, difficulty breathing, sore throat, diarrhoea?
- Have you been in contact with a confirmed coronavirus (COVID-19) patient in the past 14 days?

If they answer 'YES' to any of the above questions, we will respectfully decline them from entering our site.

If they answer 'YES' to at least two questions, they will be encouraged to seek medical advice as directed by their local health provider.

We presume and politely request that all of our suppliers and customers are taking similar precautions.