



6<sup>th</sup> April 2020

## **RE: CORONAVIRUS UPDATE**

During these unprecedented and challenging times, we continue to monitor the ongoing situation with COVID-19 and how Coronavirus is impacting the UK. and the advice and instruction coming from our government.

The health and safety and wellbeing of our employees, customers and suppliers is our priority and we continue to take preventive actions to minimize the spread of infection and minimize risk.

As a service business supplying important materials and products into areas such as supermarkets, medial applications and health protection it is essential that we function as normal as possible within the guidelines for safe practice.

As of today, our business remains open and operating as normal as possible under the restrictions we face and where possible we have employees working remotely where practical. We have a dedicated and committed team who are working hard to provide the service and support required through these challenging times and we appreciate everyone's efforts.

Currently we are experiencing a totally unpredicted demand for clear sheet for use as health screens and protective masks in shops and hospitals which does mean that our stock levels are diminishing however, we are receiving priority support with production lead times and deliveries. Should the supply chain be affected by changes enforced through Government intervention then we will advise accordingly and if you are looking to increase your own stock levels please let us know as a matter of urgency.

We are continuing our daily planning meetings to update all employees and supply partners, and increased hygiene and cleaning processes have been implemented and we are constantly reviewing our logistics and are restricting direct interaction through customer/supplier visits with the use of video/skype meetings where possible.

Please note:

- All deliveries into Plastics Plus MUST be booked in advance and there will be no access to the building
- Our washrooms will not be available to visitors other than key delivery drivers who will be asked to follow the guidelines we have in place

We ask that you respect our guideline :

- Hands be sanitised before entering premises.
- Masks be worn where requested.
- Gloves be worn where requested.
- Only use of designated facilities be used
- Abusive and aggressive nature will not be tolerated

- We ask that there be no on-site visitors at our premises, unless absolutely necessary

- Electronic paperwork is preferred where possible

Due to the constant and sometimes immediate changes we will continue to monitor the situation and update you accordingly.

If you require any further details or assistance, please do not hesitate to contact our sales team or myself personally and we thank you for your co-operation.

On Behalf of Plastics Plus Limited

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**Managing Director**

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