



James Durrans & Sons Ltd

COVID-19 notice 16/03/2020

Dear supplier, customer, contractor and visitor to James Durrans and Sons and Carbon International sites in the UK.

Following recent developments of the virus COVID-19, James Durrans and Sons Group is providing the following information of steps we are taking to minimise exposure to our employees, customers, suppliers and visitors.

We have created a COVID-19 crisis management team to monitor and update our business activities and employee welfare.

- We are currently reviewing all visitors to our sites and any **non-essential** visits will be suspended and rescheduled.

Where this is not possible, we expect visitors to adhere to our Best Practice Hygiene Policy (Ref No. NRD/HS/BPHP/16.03.20) which is available at all site reception points and site notice boards.

- All visitors to site should:
 - Call the site prior to your arrival to check the latest information we have and to check if the visit can still go ahead as planned.
 - Whilst on site adopt good hygiene methods and wash hands frequently especially after touching surfaces such as door handles, handrails and after handling paperwork.
 - Maintain social distancing of at least 1 metre.
 - Avoid personal contact such as hand shaking.
 - Use hand sanitiser where this is available.
 - Avoid touching eyes, nose and mouth with un-sanitised hands
 - Use a tissue to catch any germs during coughing or sneezing and dispose of the tissue safely.
 - Not attend if they have a temperature greater than 37.8 degree Celsius, or a persistent or new cough.
- We have suspended all **non-essential** business travel outside of the UK for our employees.
- All **non-essential** travel by our employees to other sites, customers or suppliers is suspended and where possible we will maintain contact via conferencing, telephone or email.

We will continue monitoring the situation and updates provided by the World Health Organisation, Public Health England and the Government.

Please be assured we are doing all we can to maintain supply and normal business operations and will send further updates as things progress.

Thank you for your understanding.



Cliff Butcher.

Health and Safety Manager.

James Durrans and Sons LTD.

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