



## Coronavirus (COVID-19) – Statement of Policy for Customers and Suppliers

Chevler continue to monitor and seek to limit the impact of Coronavirus to ensure we operate safely during this time. We have implemented a prevention plan using the latest information from the Government, NHS and Public Health England and Wales to ensure we are best prepared. We are in close contact with our supply chain to ensure they are following the latest Government Guidelines and to ensure speedy notification if they become aware of any risk to safety or supply.

### Our Key Precautionary Actions:

- Providing daily updates to staff in line with the latest government advice via notices and e-mail
- Staff from defined vulnerable groups are being supported to stay at home
- All staff complying fully with the latest isolation advice
- Ensuring all staff have access to soap and anti-bacterial products to maintain the highest standards of hygiene, befitting of Chevler's BRC 'AA' certified site status
- Staff screening including regular temperature checking at least twice per shift
- Staff working at least 2 metres apart to comply with social distancing
- Visitors are currently restricted to emergency visits only and employees are encouraged to use phone and visual conference facilities to maintain uninterrupted lines of communication
- Employees are restricted to making only essential visits to customers and suppliers and employees are encouraged to use phone and visual conference facilities to maintain uninterrupted lines of communication
- Introduction of a Delivery Protocol including driver screening for deliveries to the Chevler site
- Monitoring and review of supply chain measures including increased stock levels as appropriate
- Employees working from home where it is possible to do so

All procedures are reviewed regularly by the management to ensure compliance with the latest information in this fast-moving situation, and we will continue to communicate with our customers on any policy amendments or changes to our supply chain.

### Impact Assessment

The well-being of our employees, their families, our customers and suppliers remain our highest priority. We will continue to be vigilant and monitor the health of our employees to minimise the risk to the business and our partners. We are currently not aware of any cause for concern.

**Stuart Whelan, Managing Director, 27<sup>th</sup> March 2020**

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