

Lareine Engineering Ltd Coronavirus (March 2020)

Dear Sir/Madam,

As a valued member of our Supply Chain /one of our Approved Contractors, we wish to convey our expectations in relation to visits to our office / factory premises, or any of our sites whilst Coronavirus remains a health risk.

Lareine Engineering Ltd has an expectation that your business has and enforces a COVID19 Policy (guided by current WHO and UK Government protocols), which has been communicated to all your personnel and conveys the controls in place to prevent spread of the virus.

Whilst we do not expect a response to this e-notification, please be aware of and be fully prepared to comply with our current procedures and protocols that have been put in place to prevent spread of the virus locally:

1. Agree that your site-visit is business-necessary – if not, please rearrange
2. Travel History and Symptoms guidance on arrival – retreating from site if necessary
3. Hand-washing (Soap & Hot water for 20 seconds) and hand-sanitizer application throughout your visit
4. Catch it, Bin it, Kill it approach to prevention of germ-spread
5. On-set of viral symptoms during your visit – follow agreed protocols

We're sure you're already practicing these procedures as a matter of course, but you'll understand as part of our planning we are taking these precautions and wanted to alert you accordingly.

Yours faithfully,
On behalf of **Lareine Engineering Ltd**

Tom Bates
Director