

## COVID-19 – POLICY STATEMENT

With the ever-growing concerns around COVID-19, CWS set out guidelines for the continuity of our business, the impact this will have on us, including logistics. The outcome of this is we have come up with an action plan, in an attempt, to keep you and our employees safe by following the below points:

1. The business currently remains open, but in the event all engineers become unwell and are unable to attend work, we will contact you and confirm our next steps.
2. Office workers have the opportunity to work from home, so there will always be someone at the end of the phone.
3. We have invested in face coverings for all employees. This is to carry out inspections on customer premises and in the work place.
4. Many businesses are requesting employees do not sign the touch screen pods and we have adopted the same policy. We wish to go further and email collection or despatch notes by email for all customers.
5. Distance between delivery drivers and employees will be enforced. All employees are happy to remove orders from the van but might need assistance for larger items, but only when there are no other employees available in the workshop.
6. Notices have already gone out to all employees around hygiene. Gloves will be worn onsite and offsite. We would appreciate any items being delivered to us are done so by using gloves too.
7. Sanitising hand gel is presently available for visitors coming to the office for meetings by appointment only. Please let us know if you require us to do anything more before meeting us.
8. Frequent Handwashing to be adhered to.

We'd like to take this opportunity to thank everyone for their continued business to date and appreciate these challenging times for us all.

Further guidance can be found at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)