

## Statement on COVID19

Kelvelec Electrical Supplies Ltd is taking the threat of COVID19 very seriously. We have implemented precautionary and preventative procedures to help reduce the risk of the spread of the virus to our customers, suppliers, staff and their families.

A set of guidelines with advice compiled from the NHS and Government are being enforced at our Distribution Centre.

A few of these guidelines are as follows:

- Anti-bacterial hand gel is available throughout our premises sited at strategic locations for the use of all customers, suppliers and staff. We ask that all individuals utilise the anti-bacterial gel provided to minimise the risk of spreading the virus and to increase the hygiene and sanitation of public areas.
- All common areas are being cleaned with anti-bacterial wipes which are designed to kill the virus and prevent further spread, and windows are being opened to increase ventilation.
- All face-to-face meetings are being reduced where possible and we are instead implementing more phone and video conferences to communicate internally and externally to help reduce possible spread of the virus. Where meetings cannot be avoided, face masks are recommended.

If any member of staff contracts COVID19 we will notify all individuals who have been in direct contact with the employee immediately.

If you have contracted COVID19 and have visited Kelvelec Electrical Supplies in the last 14 days, please contact us immediately to let us know.

The symptoms of COVID19 are a dry cough, high temperature, fever or shortness of breath.

The NHS 111 has an online coronavirus service that can tell you if you need medical help and advises you what to do.

Use this service if:

- You think you might have coronavirus
- In the last 14 days you've been to a country or area with a high risk of coronavirus
- You've been in close contact with someone with corona virus

**Do not go to a GP surgery, pharmacy or hospital. Call 111 if you need to speak to someone.**