



## COMPANY POSITION STATEMENT: CORONAVIRUS COVID-19

5<sup>th</sup> January 2021

In light of the announcement made by the Prime Minister yesterday, we have today taken further measures to protect the welfare of our office-based teams so that we can continue to operate and provide a full service to our customers. The safety and welfare of our staff, hauliers and customers remain our primary concern.

We will continue to operate normally throughout the lockdown period. We have a robust supply chain in place and will be able to deliver materials to site as usual.

In order to help site workers and our drivers stay safe during the first lockdown, we implemented a self-signing ticket protocol. This enables our drivers to sign on your behalf and reduces the risk of contaminated paperwork. Where this is necessary, please allow our drivers to adopt this policy and don't hesitate to talk to us if you have any concerns about delivering products safely or material supply.

We will continue to offer electronic delivery of invoices to those customers who request this.

We have limited staff in our offices and strict social distancing, PPE and hygiene measures in place. Those staff who are working from home have full IT connectivity and capability.

All non-critical meetings at our offices have been postponed and will be conducted electronically where possible. We have a strict visitor procedure in place.

We are continuing to act on the advice given by the Government, Public Health England and industry bodies and will update this position regularly in the event that changes are required.

Our existing contact numbers and email addresses remain active and will be answered as normal. All telephone enquiries and orders: **01663 765000**

General enquiries and orders – [sales@marchington.net](mailto:sales@marchington.net)

Accounts and payment enquiries – [accounts@marchington.net](mailto:accounts@marchington.net)

Any Health & Safety or COVID-19 specific enquiries – [data@marchington.net](mailto:data@marchington.net)

Any updated statements will be posted on our website but if you have further questions please do not hesitate to contact us by phone on 01663 765000 or by email to [data@marchington.net](mailto:data@marchington.net)

We thank you for your support and cooperation and hope that the measures that have been put in place across the country will see our businesses return to normal at the earliest opportunity and most importantly that you, your families and colleagues stay safe and well throughout.