



## Corona Virus (COVID 19) Company Policy

Laser Lines may have some disruption to the shipment of some of our products that we order, that ship from China and parts of Europe, including Italy. This could delay some expected delivery dates, but where possible, we will look to communicate this directly with each individual customer.

We will try to manage our distribution of our consumable items on a next day delivery basis, however, should we run low on any stocks, we will contact our customers and aim to restock these as quickly as possible. Any travel restrictions in place across Europe could affect this.

We are closely monitoring the situation and following advice from the Department of Health and Social Care and Public Health England.

At the current time we are taking the following preventative actions:

Our Management Team have met and agreed a response procedure should it be necessary for us to work on a reduced team basis.

We are encouraging home working where possible.

Essential sales and service visits can take place where we have confirmation from the customer that site visits are allowed. We may request the customer's Covid-19 policy prior to a site visit.

Social distancing is being encouraged. All staff are being instructed to continually check the WHO and PHE websites for the latest updated information. Overseas travel plans are currently cancelled.

If an employee is feeling unwell, they should agree to isolate themselves, and seek medical advice by calling NHS number 111. The line manager or HR should be advised.

We have hand washing facilities, with anti-bacterial hand soap and disposable hand towels distributed within our facility.

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Office Cleaning regimes have been adjusted in accordance with the latest advice. Anti-bacterial spray has been placed by both entrances to the building, and disposable gloves should be used when using any equipment that is used by more than one person, when making food or drinks in the kitchen, or loading machines with material.

We ask all staff to be vigilant with hand washing and cleaning of hard surfaces during their working day.

A handwritten signature in black ink, appearing to read 'S. Hall'.

**Sandra Hall**  
Managing Director

January 2023