



11<sup>th</sup> March 2020

To whom it may concern,

**REF: CORONA VIRUS – COVID19**

Due to the recent outbreak of Corona Virus (COVID19) Kingkraft have had to review our policies and working practices to ensure that we are not putting our staff or customers at any unnecessary risk. We have already taken several measures to try and limit the risks;

- Staff have been advised against unnecessary travel, especially to crowded or busy places such as exhibitions, train stations, conferences and so on.
- No staff trips abroad are being scheduled until further notice.
- Advice and guidance on hand washing has been administered and hand wash bought for the office and factory. Engineers have been asked to carry hand wash (although this is limited by supply availability).
- The sales team will limit face to face meetings where possible.
- Our office staff sit at least 1 metre apart.
- Anyone with illness of any type or anyone who has been in contact with anyone from an infected region has been asked not to come in.
- After an install or repair is finished our engineers will clean down the surfaces with trigene disinfectant.

If you have special requirements when we are installing equipment please let us know and we will accommodate all reasonable requests. If you believe there will be a disruption or cancellation to an install or repair please let us know as soon as possible so we can make alternative arrangements. For all changes to scheduled installs please contact Sophie Pendlebury or Bridie O'Toole on 0114 2690697.

As this is a rapidly evolving situation we will continue to update our customers as and when it is necessary.

Yours faithfully,

A handwritten signature in grey ink, appearing to read "Thomas Harrison", written over a light grey horizontal line.

Thomas Harrison  
Managing Director  
Kingkraft Ltd