

BASILDON TIMBER MERCHANTS PREPAREDNESS STATEMENT - CORONAVIRUS (COVID-19) AND RETURN TO WORK PROCEDURES

We continue to monitor the progression of the outbreak of Covid-19 and Government response levels.

Our principal focus is the welfare of our employees at the same time as balancing the need to maintain our supply chains and manage disruption to our sales and delivery operations and the impact on everyday life.

Our site is strictly following Government guidelines on how to mitigate the risks of transmission of Covid-19. In addition to following these guidelines we have placed restrictions on visitors to site together with a focus on how collections and deliveries are made in order to minimise person-to-person contact.

In terms of returning to work safely we are following relevant Government Guidelines, specifically but not limited to:

- We have carried out a COVID-19 risk assessment and shared the results with our employees and on our website;
- We have cleaning, hand washing and hygiene procedures in place in line with guidance;
- We have taken all reasonable steps to help people work from home;
- We have and are taking all reasonable steps to maintain a 2 metre distance in the workplace and have continued to adopt side-by-side working;
- Where people cannot be 2 metres apart, we are taking steps to manage any transmission risk;
- We are limiting the number of people that come into the yard at any one time;
- We have hand sanitisers for both customer and staff use and signage to remind and encourage the use of these;
- We have installed perspex screens for the protection of our counter staff and our customers to minimise the risk of any transmissions;
- We have signage clearly asking customers to avoid touching surfaces and products unless absolutely necessary.

As a business, we carry strategic level of stock to service customers and during this time we are committed to keeping these stocks at the maximum levels feasible. We are confident that these stocks offer our customers security of supply against any short-term interruptions to raw material supply.

Although we believe the actions we have put in place are appropriate for the current levels of risk, they are under constant review and we will continue to monitor the situation in line with Government recommendations.

Basildon Timber Merchants Limited
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