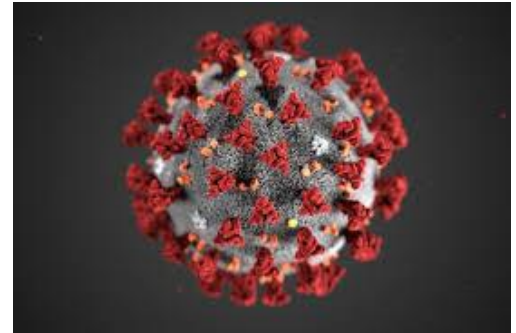


Working with the Coronavirus – the precautions you need to follow.

This month's tool box talk deals with the subject of the Coronavirus – what else could we possibly mention in the midst of this unprecedented pandemic. Our lives have been turned upside down by recent events and we do appreciate that the news mentions little else at the moment. However, as the situation is un-likely to change greatly in the immediate future now is an opportunity for the Company to re-iterate some of the sensible steps you need to follow at work in order to keep you, your family and your colleagues safe.



The virus has claimed the lives of two of our colleagues within the business. At present there is no magical vaccine available and an absence of drugs to treat the symptoms once the virus takes hold. The threat is real and continued vigilance is required if we are to overcome the health risks currently facing us and allow the business to continue to operate as an essential support function to the country's transport infrastructure for both Sales and Aftersales.

- ❖ **Social distancing** – this is one of the central features of the Government's control strategy – keep your distance and stay at least 2 metres apart from other people as far as possible – colleagues, customers, contractors etc.
- ❖ **Regular and thorough hand washing** – to kill the virus – wash your hands using the facilities provided on a regular basis but especially before eating, smoking and drinking and after removing the disposable nitrile gloves if you have been working inside the cab of a vehicle.
- ❖ Use the **disposable gloves** provided in the workshop – if you are entering and working inside the cab of a vehicle dropped off by a customer. The virus is known to survive on untreated surfaces for some time and it makes very good sense to wear the gloves. On completing the job carefully remove the gloves, dispose of them in the bins provided and wash your hands thoroughly again.
- ❖ If you believe you may be suffering any of the symptoms associated with Covid-19 – dry cough, fever, shortness of breath etc. then you must notify your line manager immediately, **self-isolate** and seek medical advice if the symptoms persist or worsen.



Your continued efforts in supporting the business and carrying on with your work through these very difficult trading conditions are acknowledged and are greatly appreciated.



Please observe the essential measures described above, review the Covid-19 policy document, stay safe and play your part in helping to defeat the virus.

Any questions whatsoever please liaise directly with your Line Manager