



### Coronavirus COVID19 Statement

Dear Supplier/Contractor,

Willmott's Transport Ltd are taking precautions to minimise the risk and impact of the Coronavirus. As far as possible we are continuing with normal operations.

Effective from today we will not be receiving any visitors (including suppliers, customers, and contractors) unless they are considered to be business critical. Approval will be required from a Willmott's Transport Ltd Director for these exceptions. If you believe that your proposed visit is business-critical, please discuss this with your Willmott's Transport Ltd contact who will ask for Director approval.

Willmott's Transport Ltd will also avoid visiting suppliers except for business-critical visits. Again, Director level approval will be required for any exceptions.

Unless you hear otherwise, we will continue to receive goods/services and it is business as normal.

Please can you also update us with your plans by emailing [sales@willmottstransport.com](mailto:sales@willmottstransport.com) by the 20th March 2020 to minimise risk and impact.

Areas to include.

- Crisis Management Team in place and defined person or persons who will communicate with Willmott's Transport Ltd on this topic
- Avoiding contact with any individuals who have travelled from high-risk areas as defined by the UK
- government ([www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public))
- Policy to deal with employees who have travelled from these areas. For example, self-isolate at home for at least 14 days
- Policy to deal with employees who exhibit symptoms. For example, self-isolate at home for at least 14 days
- Encourage and communicate World Health Organisation basic protective measures to all employees (frequent hand washing, maintain at least 1m/3ft from anyone coughing, etc.)
- Provide hand wash gel with minimum of 60% alcohol content
- Policy about when to avoid large group gatherings such as meetings Policy to encourage remote working (via laptops etc) when possible
- Immediately communicate any business/supply disruptions or delays to Willmott's Transport Ltd.
- Identify risks to inbound and outbound supply in a proactive way and mitigate where possible Policy to control visitors and travel
- Policy to communicate and mitigate financial risks to your business