



Block Aid Limited
293-297 New Bank Street
Longsight
Manchester
19 March 2020

Dear Customer

Coronavirus - Covid-19

During these unprecedented times for our country and the businesses across the world we would like to update you on the procedures we have in place to mitigate the spread of this Corona virus known as Covic-19.

We want to reassure you that we here at BlockAid are actively monitoring the situation on an ongoing basis - <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

We have advised all staff that should they display any symptoms, temperature, sore throat, cough or cold they must self-isolate for 14 days. We have put in place protocols for both the health and safety of our staff and our clients. Face to Face meeting must be kept to a minimum holding a 2-meter distance from each other. Our drivers And engineers have been issued with cleaning and sanitizing materials for their own use within their cabs/vehicles and Meetings will be kept to a minimum of 4 or wherever we can by telephone/media link up. We are looking into working from home should this become necessary.

Our drivers and engineers do not have a great deal of face to face contact in their working day environment and we have instructed them to post any tickets/dockets/job sheets through our head office front door and any materials etc., is left in a designated area for them to collect as and when needed. We do however ask all our visitors to the office to kindly use the sanitizer provided to protect both themselves and us.

We do not currently intend to close either our offices or our base yard unless we are advised by central government who may decide to introduce a lock down.

However, as of Monday the 23rd we will introduce a revised method of transferring our POD's to drivers on collection. This won't involve the transferring of a ticket but details including drivers name, company and registration will be completed by a BlockAid representative as proof of either collection or delivery.

If you wish to contact directly may I request you do so by telephone 0161 273 3133 or email on admin@blockaidltd.co.uk

Finally, we wish you all our best wishes going forward, keep safe and stay well. We all have a duty to each other to take steps to minimise the contamination risk that exists during this particularly challenging time.

Thank you for your continued patience.

The BlockAid Management and Staff.