



23<sup>rd</sup> March 2020

Dear Sir or Madam,

In light of the recent outbreak regarding the Coronavirus, ph Water and Air Technologies Ltd have put stringent steps in place to ensure staff are following the correct hygiene procedures to minimise the potential spread of the virus. (Form 226-Safety Guidance During Coronavirus Outbreak).

We have instructed all staff that feel unwell to seek medical advice as per the guidance set by the government.

Home working has been implemented for administration staff, sales and management to limit social contact between our staff.

A shift rota has been devised to enable the office/stores to be opened each day by a single member of staff and enable critical supplies to be collected.

We have increased the frequency and thoroughness of the cleaning of our office space, including all common areas for the protection of anyone accessing the premises during periods of reduced occupancy.

We have controls in place to ensure that our site staff follow the correct hygiene procedures in order to minimise the potential transmission of the virus within our own and customers businesses.

Our engineers are equipped with PPE that can be used to reduce transmission i.e. full-face mask, eye protection, gloves (including disposable gloves).

All internal staff meetings are carried out using video conferencing.

All external meetings are carried out using video conferencing.

Non-essential site meetings have been deferred.

We have contacted all our suppliers and they are not envisaging any supply issues now or in the near future. We will continue to speak with our suppliers regularly and will ensure to communicate any issues to you as and when they arise.

If an employee of PH Water and Air Technologies shows signs of the virus they will be advised to follow the governments guidelines and where required self-isolate. If that employee is a site engineer, then they will self-isolate and an alternative engineer will be re allocated to the work as a temporary cover.

We ask that our clients to notify us if any of their staff or residents at any of the sites which we attend have been to any of the affected areas or have reported feeling unwell with the symptoms. If this is reported then we will postpone the visit(s) until confirmation that a deep clean has been carried out and that the risk has been eliminated prior to attending the site. All correspondence regarding this matter is to be reported to [lauran@phwatertechnologies.co.uk](mailto:lauran@phwatertechnologies.co.uk)

We will be in contact if there are any updates to this communication. Please do not hesitate to contact us should you require any further information.

Yours sincerely,

PH Water and Air Technologies Ltd