



FARNBOROUGH BLIND COMPANY

COVID-19 IMPORTANT INFORMATION 13/05/2020

Firstly, Farnborough Blinds would like to extend our thoughts to anyone who has been affected in any way by the recent events.

On Wednesday 25th March 2020 we took the difficult decision to close, temporarily, while we considered what we needed to do to protect our employees, customers and their families. It was clear that we'd have to make changes to how we operate, not only to ensure social distancing, but to introduce a comprehensive cleaning and safety regime during the COVID-19 outbreak.

We now feel we have in place a plan to ensure that we are able to reopen and most importantly do so safely.

Thankfully at present no cases of COVID-19 have been reported amongst our staff. Our production site is now fully operational during normal working hours, at full capacity and is well stocked with the materials we need to fulfill all current customer orders and with a return to previous production times.

Some of the steps we've taken to minimise the risks include the following:

- The strictest hygiene standards are being followed at our factory and office, staff have been issued with the relevant Personal Protection Equipment, hand sanitiser stations have been setup around the business, disinfectant sprays and alcohol wipes at work areas, along with posters reminding staff to wash their hands regularly and to follow good hygiene practices.
- To limit the number of visitors to our premises we are currently only allowing customer access by appointment only, we request on arrival you make use of the sanitising hand gel provided and keep a 2 metre distance from any member of staff. Please contact us to make arrangements.
- All non-essential meetings and travel in the business has been cancelled.
- Site visits where possible have been arranged for later dates, for essential site work our technicians will be equipped with mobile sanitisation equipment and additional Personal Protection Equipment with instruction and training on Best Practice prior to any site visit and includes protocols when exiting our customer sites. Where customers require additional site-specific requirements of protective clothing, cleaning specifics or customer protocols, Farnborough Blinds will accommodate these.
- Daily interactions with suppliers will be restricted to business-critical supply deliveries to our premises and all supplier personnel will be requested to use our Sanitisation Stations prior to deliveries being accepted. Interaction will be restricted to our goods in/goods out people who will ensure, post every contact point, that they follow sanitisation protocol – hands are washed followed by the application of hand sanitiser. At all times supporting social distancing minimising personal contact.

Farnborough Blinds will continually monitor and assess the latest advice from all public health sources and if necessary, modify prevention activities according to any additional risk identified. We will communicate any relevant changes to the current processes in this dynamically evolving situation.

Finally, we thank you for your support and understanding through what is a difficult and uncertain time for everyone and most importantly we wish you well.

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