



COVID-19 Coronavirus Policy

As a responsible employer and supplier, besley & copp have reviewed and will continue to review its response to the recent outbreak of Coronavirus (COVID-19).

Whilst no business can prepare for all eventualities or potential mandatory enforcement by Public Health England, we are taking as many steps as possible to limit the exposure of employees and customers to the virus and mitigate any potential disruption to our products and services.

What we are doing to mitigate COVID-19 at our offices:

- All staff are being made aware of COVID-19 virus and how to help reduce the risk of exposure in the workplace.
- As an essential source of reference, all staff have been directed to regularly look at the advice given by Public Health England on their website
- Clear advice has been given to staff to help them identify COVID-19 symptoms and the procedures to follow if they feel unwell or have been in contact with anyone with symptoms.
- Posters have been displayed to promote enhanced office hygiene procedures. Regular cleaning of main surfaces, workstations, personal devices and public areas have been highlighted.
- Enhanced office hygiene procedures are in place at our workplace. Visitors to our offices are encouraged to use the hand sanitisers and anti-bacterial wipes provided upon arrival.

What we are doing to mitigate potential COVID-19 disruption to our customers:

- We will keep our customers fully informed at all times by email and via our website.
- We will limit unnecessary face-to-face contact with our customers and communicate by telephone, email or Microsoft Teams video conferencing.
- In the event that there is a cause for concern at our offices, we will follow any current advice from Public Health England and switch to remote working. All staff will be able to work and support our customers from home using cloud-based technology, LiveChat and seamless call handling with VOIP.
- In order to mitigate any potential supply issues in our supply chain, we will work with an extended national supplier network to ensure continuity of supply for all of our products and services.

For further information about this policy and procedures, please email shane.tout@besleyandcopp.co.uk or call 01392 477137.