

To all our customers, suppliers and partners

**COVID-19:
IMPORTANT INFORMATION ON CHANGES TO WORKING PRACTICES AT TENNANTS UK**

Although the coming weeks will see the UK returning to some form of normality, social distancing is set to remain in place and Covid-19 will continue to affect how we live our lives both in and out of the workplace for the foreseeable future.

As such, we have altered our working practices to help keep our staff, customers, suppliers and any visitors to our premises safe, including:

- Our working day has been extended from 6am to 7pm, allowing fewer staff to be on site at any one time, with staggered lunch breaks to reduce the number of employees using shared canteen facilities
- The standard working week will now include Saturdays, during which you can place orders electronically (via email, shop or portal). Our Saturday operation will include deliveries and collections.
- Work areas have been reorganised to allow staff to operate at a distance of 2 metres from each other
- Employees have been issued with PPE, which includes sneeze screens, sanitiser, masks and gloves
- Any member of staff demonstrating symptoms of Covid-19 are sent home to self-isolate for the prescribed period of time and encouraged to apply for testing
- Rotas have been implemented for the cleaning of work areas and sanitising of equipment at shift changeover and whenever else necessary
- Our delivery drivers travel with masks, sanitiser and gloves and vehicles are thoroughly cleaned before being driven by a different employee
- Representatives of the company will be visiting customers only when expressly requested to do so
- Visitors and delivery drivers from outside organisations will be prohibited from entering Tennants' premises
- Wherever possible, essential meetings will be conducted via telephone or remote video conferencing

You will find regular updates on the 'NEWS' tab at tennantsuk.com

For any organisation requiring PPE or Health & Safety signage, we have recently launched a range of equipment. Contact Customer Services for information and prices.