



## **Covid Travel Restriction**

**06/10/2020**

***Distribution: Senior Leadership Team & Site Champions***

Dear Colleague,

Following a small number of Covid-19 positive test results on two of our geographically diverse sites, it has been decided that all non-urgent travel between locations will be suspended with immediate effect. Any travel must be pre-authorised by your respective Operations Director.

If a site visit is authorised, then all visiting colleagues are required to wear face coverings whilst on that site and strictly observe our Covid procedures of cleaning hands and surfaces and keeping to social distancing rules.

In addition, we will be contacting our manufacturer and supplier partners instructing them to refrain from visiting our premises without prior agreement from a Director.

At this time there is no blanket instruction for those of you who can, to work from home. You should however, use your discretion and exercise this option when appropriate.

Can you please circulate this to any of your team who would potentially be visiting multiple locations in the course of their business.

A communication reinforcing our Covid-19 protocols will be issued under separate cover.

Regards

**Simon Bottomley**

**Chief Operating Officer**