

**SEMLEP's**  
**Growth Hub**  
Connected Business Support

Kevin O'Brien, Director of Compliance





Dear

You will be aware of the current worldwide situation involving the Coronavirus. As an employer and a family business, the Operations Board has spent time deliberating on best practices as advised by the government while recognising our duty of care to employees.


With immediate effect, that is, on receipt of this letter to you, the following processes shall be required to be followed by all employees-

- On arrival to work, please wash your hands with soap and water for at least 20 seconds.
- Use the available alcohol-based hand sanitisers regularly and if moving from room to room.
- Avoid close contact with people who are sick.
- Cover any coughs or sneezes with a tissue, then dispose of the tissue into a bin. (Wash hands as soon as possible afterwards).
- Anyone that has been to the countries noted by government at the time to be linked to the spread of Coronavirus (eg China, Far East, Italy etc.) to make this known to your Manager before you return to work.

For drivers, you will be supplied with hand sanitiser gels and wipes to keep in your vehicle. It is an expectation that every driver wipes areas of the cab such as the steering wheel, dashboard and handles at the start and end of every shift.

For office-based staff, all offices shall have the hand sanitisers and tissues. Sharing of telephones and keyboards is forbidden until further notice. Staff are to wear gloves and wipe door handles on a regular basis with sanitiser.



The background features a repeating pattern of stylized green banknotes and gold coins. The banknotes are depicted in various orientations, some appearing to be falling or floating. The gold coins are small, circular, and have a textured surface. The overall color palette is light green and gold on a white background.

*A lack of trust  
is your biggest  
expense.*

*- David Horsager*