



To all our valued Customers 18<sup>th</sup> March 2020

We wish to update you with regards how we handling the situation with regards the escalating situation in response to the COVID-19 Pandemic at Executive Integrated Services.

- Our Office remains open at present and we are encouraging all our staff to take all necessary precautions to safeguard the Health and well-being of themselves and customers who visit our office. Enhanced cleaning regimes are in place at our office to further avoid any potential issues.
- We are monitoring daily updates with regards UK Government advice.
- We have cancelled any non-essential meetings.
- We are adhering to social distances procedures
- We will not allow anyone to visit your site that has shown any symptoms or been around anyone who displaying symptoms of the virus.
- Any member of staff displaying symptoms will be asked to leave work immediately and self-isolate for the recommended period.
- We request that you also keep us informed of anyone on your site that is displaying symptoms or has contracted the virus.
- All our staff have been asked to work to a safe working practice whilst attending site.
- If necessary the Management team are able to work from home.
- Rest assured we are doing everything possible to maintain our services and are committed to taking measures which protect both our employees and Clients.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'M. Lewis'.

Mike Lewis  
Director