



ROCHESTER MIDLAND CORPORATION LTD
Unit 24, Nine Mile Point Ind. Est.
Cwmfelinfach, Crosskeys, NP11 7HZ

Tel: 01495 200005
Fax: 0700 393 7990
Email: hq@rmcorp.co.uk

Coronavirus Policy July 2020 V7

The spread of the new coronavirus, COVID-19, continues to impact more and more countries and the World Health Organization (WHO) has upgraded its global risk assessment to “very high” with the outbreak now considered as a pandemic.

In order not to expose Rochester Midland Corporation Limited employees, visitors and customers to unnecessary health risks and to prevent further spread of the virus, we have updated our general conditions and taken the following precautions.

- Field based staff servicing requirements are to continue as normal, if permissible by our clients. Direct interaction with site personnel will be kept to a minimum and the two – metre social distancing guidance will be strictly adhered to at all times. If this cannot be achieved then face masks should be worn. Most correspondence will now be performed via phone, email or video calling. This policy may change based on government guidance.
- All warehouse operations will continue as normal until advised otherwise or unless an outbreak occurs near HQ. To be reviewed based on government advice.
- Any member of the RMC team, or any member of the same household, who has symptoms of a new and persistent cough or a high temperature will self-isolate at home for 14 days. This is precautionary and in line with government advice.
- All staff, office and field based have been instructed to purchase hand sanitising gels. Costs to be covered by RMC. This will be applied before and after leaving all customer premises. Hand washing with soap must be undertaken frequently, wherever available.
- All arranged RMC HQ visits have been suspended until further notice. Goods and parcel / post deliveries will still be accepted at this point. All hard surfaces within office spaces and warehouse will be disinfected daily.
- We have dedicated an office-based member of staff to monitor this situation, via news feeds and government websites. All updates will be relayed to all staff daily.
- All business travel is postponed outside the UK until further notice. All employees must notify management of travel plans outside the UK so we can act accordingly on their return.
- A weekly management conference call will be scheduled for the coming weeks to monitor the situation.

Rochester Midland Corporation Limited is monitoring the development of the coronavirus very closely and this Policy is valid until further notice.

A handwritten signature in black ink, appearing to read 'Wayne Hopkins', is written over a light blue background.

Wayne Hopkins
Business Director
8th July 2020