



**EHM Limited**  
9 & 10 Greenlea Park Industrial Estate  
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## Updated COVID -19 response January 2021.

### This response must be read in conjunction with the COVID response dated 18 March 2020.

Since the beginning of the COVID-19 pandemic EHM has prioritised the health and safety of its staff and customers. The company continues to comply with all legislation and precautions to prevent and minimise the spread of COVID-19 in the workplace.

Increased signage is prominently visible through the company's premises requiring all employees and visitors to comply with government legislation and recommendations. Protective screens are provided in all EHM offices in multiple occupation.

All Staff have been issued with the following instructions

#### **Remember - 'Hands. Face. Space.'**

- **Hands – wash your hands regularly and for at least 20 seconds. Sanitiser has been provided in all offices/warehouse.**
- **Face – wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet**
- **Space – stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings)**

All staff now have their temperature taken each day they are on the company premises. Any member of staff with a high temperature is sent home to self-isolate and is required get a COVID test. They can only return to work if their test returns negative and their period of self-isolation has ended.

All EHM drivers are required to wear relevant PPE (including disposable gloves and face coverings) at all times and observe social distancing when delivering goods.

The company's premises and departments will remain open for business in accordance with government guidelines.

For further information about the company's continuing responses to COVID-19 please contact Julie O'Connell 080 8640 7621 option 3 or email [julieoc@ehmltd.co.uk](mailto:julieoc@ehmltd.co.uk)

Tony O'Mara  
Managing Director.

**EHM safe at work**



EHM Limited is a trading name of Eugene Harrington Marketing Limited  
Registered office: 73 Cornhill, London EC3V 3QQ  
Registered in England No. 3240315 • VAT Registration No. 680903036



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18<sup>th</sup> March 2020

To our valued customers,

In light of the uncertainty surrounding the recent outbreak of COVID-19, our priority continues to be the well-being of our employees, customers and suppliers.

The company will take all reasonable precautions to ensure that illness and COVID-19 do not spread in the workplace between employees or from employees to customers.

The company will ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises. The company will also ensure that a suitable cleaning schedule is in place and followed. Employees are responsible for upholding high levels of personal hygiene and taking the necessary measures to assist the company in minimising the spread of COVID-19.

The company have set out the following guidance that must be followed,

Increased hygiene around the company's site, signage has been positioned above sinks in the bathrooms to further encourage employees to wash hands with hot water for a minimum of 20 seconds. Hands MUST NOT be washed in the kitchen sink.

When coughing and sneezing, employees must cover the mouth and nose with flexed elbow or tissue- throwing the tissue away immediately and washing hands or using hand sanitiser.

It is compulsory that all EHM Drivers wear disposable gloves at all times.

Employees that feel unwell will be asked to stay at home.

We stay in permanent contact with our suppliers and logistic providers.

Unless notified by government order, the company's warehouse, logistics, sales and accounts office will continue to operate.

For further information about the company's response to COVID-19, please contact Julie O'Connell 0208 640 7621 – option 3 – E-mail [julieoc@ehmltd.co.uk](mailto:julieoc@ehmltd.co.uk)

Kind regards,

Tony O'Mara

Managing Director

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