

16th March 2020

Dear Client/s,

In light of the evolving Coronavirus (COVID-19) situation, it is inevitable we will continue to see an impact to our lives and businesses. We are contacting all our clients to communicate the safeguarding steps Durrant Construction has put in place to minimise risk of contamination, protect our staff and clients and continue to operate with minimal possible impact to our project timelines.

What is already in place?

- All Durrant Construction staff and regular contractors have been instructed to be vigilant, follow government issued advice and self-isolate if required in line with guidelines. Guidance changes are being reviewed and communicated to staff daily.
- Hand sanitiser will be kept at the entrance to all our sites. All staff and visitors will be required to use upon entry to site.
- In order to reduce the number of people on site and cross contamination, use of non-regular contractors will be limited to exceptional cases with CEO sign off.
- Durrant Construction staff work with their hand and as a result touch a large number of surfaces throughout the day. We have implemented a no hand shaking policy, so please don't be offended if you don't receive your normal greeting.
- A large number of materials have been ordered in advance and stored by Durrant Construction. This is to minimise the number of deliveries and people on site, and to ensure materials are accessible in the event trade suppliers are forced to close.
- Access to client houses will be restricted to a must need basis. Where access is required this will be only to designated areas as agreed with client. Where portable toilets are not already on site, these will be delivered on 16/02/20.
- All sites will be left safe and unexposed at the end of each day to ensure clients are not left in a vulnerable position or exposed to elements if works are forced to close.
- Site managers have been briefed to enforce our temporary policies and any changes will be communicated to our clients as soon as possible.

How can you help us?

- Please keep us informed if you or your family members may have been exposed and are in self isolation so we can respect your position.
- Help yourself to our hand sanitisers.
- If you have any questions or concerns on this subject, please contact your site manager or Lee Durrant on 07956449025

Thank you for your understanding and support.

Best regards

Durrant Construction