



ALS Labelling Solutions wish to advise all our customers, suppliers and friends, that in light of the current global pandemic of coronavirus, we are taking the following actions.

All staff where possible will be asked to work from home - our central IT system is cloud based, none of our administrative functionality will be compromised. The only possible effect may be that anyone calling directly to our landline will now be diverted to a mobile number. As a result, having access to multiple lines will now be restricted, however all messages left & emails sent will be checked and responded to in a timely manner. Our fax machine will only be checked periodically. All our engineers will work as normal and are available for both onsite visits and in-house to work on machine builds etc. At present our lead times will not be impacted by these events.

But as it is our responsibility to protect our employees, and to reassure both customers/suppliers and the vulnerable in our community that we are acting in a responsible manner, we are asking all our employees to follow proper hand hygiene, avoid unnecessary social contact, avoid public transport, avoid handling money wherever possible.

We will also be asking our engineers to send out this form in advance of any site visits. We would like to request that this form is signed in advance (by the most senior member of management available) and ready at reception on our arrival.

ALS Labelling Solutions hereby request that the undersigned declares

on behalf of (Customer)

that they can verify the following to the best of their knowledge.

- Has a member of staff/onsite contractor tested positive for Covid 19
- Has a member of staff/onsite contractor come in contact with a known case of Covid 19
- Is a member of staff/onsite contractor currently (or previously) self-isolating
- Has any previous visitor to the site known to have tested positive for Covid 19
- Has any previous visitor to the site known to have self-isolated due to Covid 19

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Any Comments/Additional Information please document.

Signed By: Name in Block Capital:

Date: Company:

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