

25<sup>th</sup> March 2020

Dear valued partner

**Ref: Covid-19**

Following on from the Prime Minister's announcement on Monday, we wanted to write to you to let you know that we are continuing to provide our subcontract services as fully as possible, whilst ensuring the safety of our people, essential contractors and delivery drivers.

We've been contacted by a key customer who supplies critical parts for the production of components used in the development of Coronavirus testing kits and further scientific discovery in the treatment of complex diseases. We're proud to be able to support them in their important work so that production of these crucial parts can continue.

Our peoples' safety is of utmost importance to us, and we've put in place several measures in line with government guidelines. We've introduced strict social distancing measures, and these are being monitored by team leaders on each of our shop floors. Hygiene practices have been highlighted, with appropriate posters displayed on the importance of hand-washing and cleaning practices. All staff are being updated daily so they are aware of the steps we are taking and so they receive the latest, factual advice.

We will continue to operate with these measures in place and you can be assured that if there is likely to any delay to production schedules then we will do our utmost to contact you to let you know as soon as possible.

We all know there are some difficult times ahead, but working together will help us all to get through this. If Perfect Bore can do anything to help then please do not hesitate to contact us.

With collaboration in mind, and with the aim of reducing the risk of cross contamination, may we please ask that when delivering to our site that your driver or delivery agent takes maximum precautions, including the use of necessary PPE and maintaining a 2m distance at all times.

As this situation continues to develop, we will review this policy daily and update it as necessary, following government guidelines, or if circumstances dictate.

This is a time where we need to pull together – stay safe, heed the government advice and do all you can to ensure we can reduce the spread of the disease and flatten the curve to protect our NHS services.

Kindest Regards

**Board of Directors**