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Wednesday, 18th March 2020

## COVID-19

Everybody is aware of the impact COVID-19 is having on health and business worldwide.

The situation is continually changing with government policy developing daily.

Although to date TCB-Arrow Ltd have not had any disruption in supplies or operationally we have been actively putting in place measures aimed at reducing the impact of COVID-19 and comply with Government advice.

We would like to reassure you that over the coming months all efforts will be made to maintain "business as usual", as far as possible, in order to reduce any impact on our Customers and all other business stakeholders.

Our Current Measures in place include, but are not limited to:

- Continually reviewing our supplier situation to ensure we maintain a stock level which will keep any potential disruption to a minimum.
- Maintaining health and hygiene measures and standards
- Providing resources necessary to promote a safe and healthy working environment.
- Providing training and advice to all employees to enable the safe day to day performance of duties.
- Restriction of visitors to our site to those considered to be essential for business.

If you do have any specific questions or concerns please do not hesitate to contact us.

Yours sincerely

Murray Humphries Managing Director