

COVID-19 Statement



18 March 2020

Our aim is to protect our staff and business contacts, their families and the wider community as far as reasonably practicable, whilst continuing our business as usual.

We will follow the advice of Government and health professionals when deciding how to tackle the spread of the Coronavirus.

Amada UK Premises

Our premises are subject to an enhanced cleaning regime in shared areas and access routes. All staff and visitors must adhere to the following steps whilst attending Head office:

- 1. Washing hands on entering our premises and regularly during the day***
- 2. Refrain from touching your face without clean hands and consider the possibility of cross contamination to other surfaces.***
- 3. Maintain a working distance between other people (current Government advice is 2 metres) and refrain from physical contact i.e. shaking hands etc***
- 4. Washing hands on arrival at home***

Amada UK has split key staff over multiple premises and also requested some staff to work from home where possible to minimise the number of people within the office environment.

Our Production and European Parts Centre facilities have implemented split shift working to ensure an uninterrupted supply of spares.

Customers Premises

We wish to support you in the most effective way possible to maintain both our businesses performance in these uncertain times.

To this end, we would ask that you read the following information:

- If access to your site is restricted and we are unable to deliver or visit, please notify us immediately.

Services continue as normal whilst we monitor the current situation.

Please forward this notice to the appropriate staff within your organisation.

COVID-19 Statement



18 March 2020

- Our staff are advised to adhere to the following policy whilst onsite:
 1. ***Wash hands regularly and very thoroughly for an extended amount of time; this should be done as soon as you reach a customer's site.***
 2. ***Familiarise yourself with the site rules (paying particular attention to the new rules relating to the COVID 19 virus).***
 3. ***Put on gloves before making any contact with the machine or working area.***
 4. ***Clean the machine controls and any parts that are frequently touched i.e. controls, screens, handles and buttons.***
 5. ***Refrain from touching your face without clean hands and consider the possibility of cross contamination to other surfaces.***
 6. ***Maintain a working distance between other people (current Government advice is 2 metres) and refrain from physical contact i.e. shakings hands etc.***
 7. ***Until further notice there is no requirement for customer' signatures to be captured on completion of the report. The report must still be completed before leaving the site and should be verbally explained to the customer.***
 8. ***Wash hands before leaving site and when you arrive home.***

- We are asking that all staff follow the published advice in respect of returning from travel overseas and personal hygiene.

- Our Engineers working on sites for extended periods will be given specific advice on staying safe while away from home.

- The latest government information is available on the [government website](#)

We are meeting regularly to review our business continuity planning and will amend our notice as and when necessary, In the meantime, if you require any further assistance please liaise with your usual Amada UK contact or telephone 01562 749555.

Services continue as normal whilst we monitor the current situation.

Please forward this notice to the appropriate staff within your organisation.