



ALS Labelling Solutions wish to advise all our customers, suppliers and friends, that in light of the current global pandemic of coronavirus, we are updating our work criteria as follows.

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.

As per the current Government directive we will be restricting our work to specifically prioritize our customers in essential services category. We will continue to work in-house and attend site to support our customers under the following criteria only:

- Customer needs to declare they are an essential service.
- Customer needs to declare that the visit is essential for their production.
- Customer needs to declare that social distancing is being practiced & **enforced**.

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, strictly practice social distancing, avoid public transport, avoid handling money wherever possible. Stay at home other than for sustenance & to support essential services.

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
- Does the Site meet the criteria of an essential service
- Does the site have a dedicated person to police social distancing

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"/>

Any Comments/Additional Information please document.

Signed By: Name in Block Capital:

Date: Company:

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