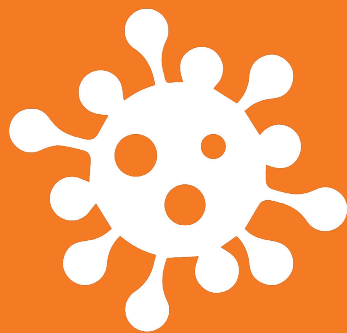




Our Plan to Safely Recommence Operations and Deliveries



COVID-19 Coronavirus

The measures we have taken so far and our plans for
the coming weeks



Our Plan to Reopen



Over recent weeks we have been slowly bringing resource into the business to support customer demand. Initially with a collection only service which has subsequently been expanded to include delivering carpet with a limited but growing service.

This plan has been very effective in meeting customer requirements and our intention is to continue ramping up our service to support our customers' requirements as follows;



Hartlepool Warehouse Open with Cut & Collect by Appointment Service Monday to Friday between 9.00am & 3.30pm

To place orders please contact us using the contact details shown on the back of this document.

From Monday 22nd June our Sales Office will be taking calls from 8.30am on weekdays

We are also delivering 3 times per week on busy routes and twice a week in other areas

Increased cutting capacity in line with customer demand.

Increasing delivery frequency with plans to resume next day deliveries as and when order volumes make this possible



We have plans in place to be fully operational during August which will be implemented as and when customer demand dictates.

All customers making collections must wear their own PPE at all times whilst on site including gloves, face masks/face shields and eye protection. Failure to wear the correct PPE will result in refusal to the site.

Keeping our Customers and Drivers Safe



As we start to reopen and fulfil orders again, we have created the following measures to keep our Customers and Drivers safe..

Our customers are asked to work with us in keeping each other safe by following the guidelines set out by the Government regarding social distancing.

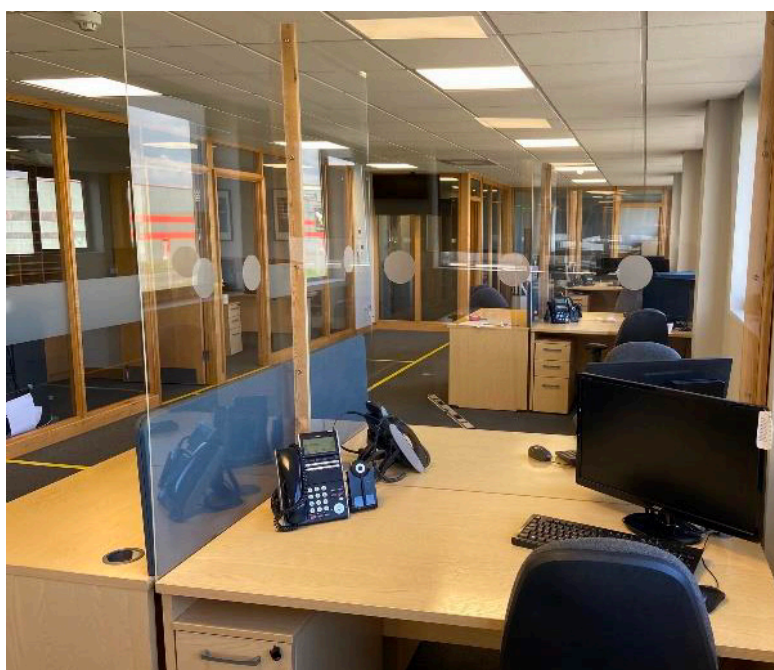
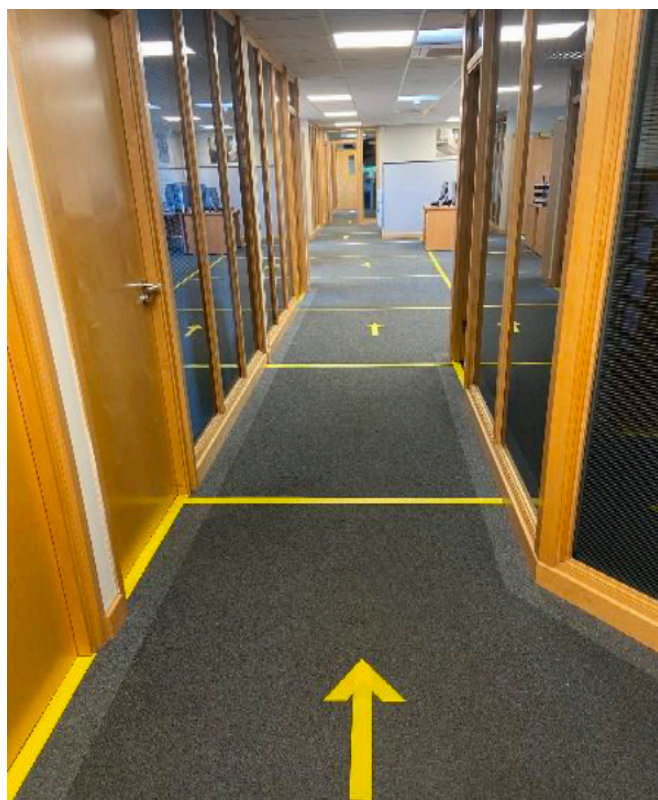


All of our Drivers will be equipped with PPE and the guidance needed to keep themselves and our customers safe. This equipment will be replenished and restocked regularly to maintain high standards of protection at all times.

We would like to thank all of our Customers and Employees for observing safe operating policies. If you require any further information regarding this or your orders, please do not hesitate to contact us on the following;

Hugh Mackay	t: 01429 892555	e: sales@hughmackay.co.uk
Carpet Line Direct	t: 01429 892500	e: sales@carpetlinedirect.co.uk
Gaskell Mackay	t: 01429 892525	e: sales@gaskell.co.uk
Thomas Witter	t: 01429 892555	e: sales@thomaswitter.com

Here at our Hartlepool Office, we have set out the following to ensure our teams are kept safe at all stages of the process:



- Offices and Warehouse spaces have been divided into 2m sections to maintain social distancing.
- A one way system throughout the entire site has been mapped out to prevent gatherings or crossing paths. Any visitors to the site will be directed as needed.
- All employees will be issued with the required PPE and this will be reissued on a weekly basis.
- Office space has been fitted with protective screens between desks

