



Coronavirus COVID-19 Statement to all Operatives – update

The risk to individuals remains very low, but we can't be complacent, we must take all basic precautions to limit the risks and protect ourselves, our families, colleagues and customers.

Please ensure you practice the following

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell.

Actions on Client sites

- Ensure you use appropriate PPE, e.g. gloves. If you need any additional items please contact your Area Manager direct.
- Ensure you use appropriate chemicals. If you are unsure or need any guidance, please contact your Area Manager direct.
- Prioritise the cleaning of touch points, namely door handles, door push plates, hand rails, telephones, light switches etc

Update 31/03/20

Following the Governments announcement on the 20th of March that HMRC will reimburse 80% of "suspended" workers' wages, Orion Cleaning Company Ltd will in the event that any client chooses to close its premises:

Ensure that you receive 80% of your base pay.

We believe the above stance fully demonstrates our commitment as a 33-year old family business to you our valuable employee and we thank you for your continued support.

If you have any questions in respect of anything above, please do not hesitate to contact your Area Manager or Head Office on 01926 487848
Thank you for your support in this matter.

Andrew Parkin
Managing Director
31/03/20