



Email: info@optimainteriors.co.uk
Tel: 01784 451678

Customer Notice COVID-19

Dear customer,

We recognise the impact and uncertainty that the Coronavirus (COVID-19) is creating in our workplaces and communities and are sensitive to those who are affected. We continue to monitor developments and wanted to personally reassure our customers that we are fully equipped to continue to deliver all our projects as planned.

In the last few weeks, we have taken the following steps to ensure that our customers, employees and supply chain can continue to rely on Optima Interiors Ltd.

Supply chain.

To ensure continued supply of our services we have been, and will continue to be, in consistent communication with our suppliers and supply chain. Currently all our suppliers are operating at full capacity and able to supply services as per our normal terms.

Optima Interiors Ltd operation.

Optima have put in place and tested extensive measures to ensure we're ready for different scenarios as COVID-19 and government guidance develops. These measures include the ability to operate the business remotely and from multiple locations across the UK.

Following the Prime Minister's statement on 16.03.2020 we have taken the decision to accelerate our working from home plans and we are fully prepared to process business as normal.

We have increased our cleaning routine to ensure that we minimise the risk of infection, as well as installing hand sanitiser stations across the office. All teams have been briefed on new procedures.

Stay home when ill.

In line with UK Government Guidelines, we have communicated to our employees that they are to stay at home if they have symptoms of high temperature or a new, continuous cough.

- If an employee experiences respiratory illness symptoms and becomes sick during the day, that employee will be separated from other employees immediately, and sent home.
- Any employee coming into contact with someone who has tested positive for COVID-19 will be asked to self-quarantine for 14 days.

We will continue to evaluate and adhere to Public Health England and government guidelines.

Travel.

Where it is not deemed necessary, Optima Interiors Ltd employees have been informed to reduce travel to customers sites and conduct meetings using a virtual meeting platform.

Continued monitoring and updates.

We have set up a dedicated team within the business to monitor risk, changes in government guidance, and essential supply chains. This team will meet daily to discuss any developments and update our employees, customers and suppliers accordingly.

Ongoing works.

We will be continuing for as long as possible to complete works that can be completed while buildings are empty or low capacity. If this requires us to collect keys, alarm codes etc... for unmanned buildings we can arrange for this to take place.

If you have any questions in regards to the information above please don't hesitate to contact us on +44 (0)1784 451 678 or email info@optimainteriors.co.uk

We hope you and your families remain safe and healthy.

Best wishes,

All of the Optima Interiors Ltd Team.