



COVID-19 UPDATE – 22nd March 2020

Considering the current global situation, we wanted to keep our customers and suppliers updated with changes to our processes and procedures. Here's what you need to know:

1. Marlite UK is **currently fully open for business**. This includes our factory and warehouse, where we are following the strict government guidance on hygiene and social distance.
2. All staff is adhering to current government guidelines on social contact.
3. All office areas, factory and warehouse and all usual customer contact points are also all subject to the same strict guidelines on cleanliness, but we're now also asking for **all customer contact to be kept to an absolute minimum and only where it is absolutely necessary**.
4. A new service we are now able to offer is a '**contactless**' **collection service**, whereby we can leave your goods in an agreed safe location – please contact us to arrange this in advance.
5. Our **sales team has now postponed all customer visits**, unless they are absolutely necessary. They are still available for meetings via conference calls and via video conferencing.
6. In terms of sales visits to Marlite UK, we are **no longer receiving personal sales visits to our premises**. However, as with our own sales team, we are willing to hold telephone, conference call/video conference meetings.

As this situation is likely to keep changing quickly, if you have an immediate questions please call us on **01204 867 727** or email info@marlite.co.uk

From all at Marlite UK, we wish everyone the best wishes through these difficult times.

For and on behalf of Marlite UK