

NEWSFLASH

COVID -19 [Precautions]

Dear Valued client

Please see the email attached and below that was sent out by senior management. In the mean time we have managed to do the following:

- Order in 2000lt of sanitiser for all our staff.
- Order in 5000 masks for our staff.
- Contract a company to sanitise our depots on a weekly basis.

This will be distributed no later than **Thursday 19th March 2020.**

If you so wish on delivery you are welcome to request that the driver places the delivery & waybill at your door and steps back 2metres allowing you to sign the waybill in full with your own pen and take your delivery inside and close the door with the signed waybill outside which the driver will retrieve.

Email sent to all staff within TCG

To All

It is up to each and every one of us to ensure that our working environment is safe for all employee's, family members and customers.

We as a company are trying to source hand sanitiser as well as disinfectant/sanitising spray. The depots will also be sourcing companies to come and sanitise the premises by means of a spray / fogging procedure. The Kiosks are to source sanitising spray cans to spray Kiosks twice a week.

Whilst I realise these are scary times, I firmly believe that if we all follow the attached simple health and safety procedures, we can all contribute to ensuring that we remain safe and healthy.

Let's not be people that listen to fear mongering but rather listen to facts and approach this in a mature and practical manner. Our work environment needs to be a place where you can feel safe and only working together and respecting each other can this be achieved.

If you have any questions going forward please ask your manager to pass them on to the relevant senior management.

*Thank you for your co-operation in this matter.
TCG Management*