

A letter to you about COVID-19 and us

Our business is fully operational

We have put into place a number of initiatives in order to protect our colleagues and their family and friends, and our customers and suppliers. At the same time, we want to ensure that the service you have come to expect from us continues.

Employees

Our strategy is to minimise the number of people we have in the building. All of our colleagues who can work from home are now doing so. This includes our sales teams, who are fully connected into our systems and are able to provide you with information and advice as usual.

We are maintaining a rotating team at our facility who will continue to process purchase orders, buy stock, manage goods in and send out your orders every day. If a process we have requires a physical presence here, then we have it covered. We have executed cross-training plans in order to mitigate business interruption.

Supply chain

To date, we have not been informed of any major supply chain issues. We are maintaining constant contact with our suppliers, and will let you know if this situation changes. There may be some minor delays if the shipping infrastructure becomes compromised (e.g. lack of drivers).

Health

We are following NHS and government guidelines with respect to those showing symptoms of the virus, including the self-isolation periods. Those here at work are practicing social distancing, hand washing regimes and enhanced hygiene procedures.

Visitors

We are prohibiting all visitors except for essential maintenance. Goods in and goods out are managed

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by an “arm’s length” process, maintaining prescribed, non-contact social distancing.

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Thank you for working with us through these challenging times.

A handwritten signature in black ink, appearing to read 'Peter Swanson', with a small dot at the end.

Peter Swanson
Managing Director

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intertronics

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23 March 2020

Coronavirus (COVID-19)

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Thank you for working with us through these challenging times.



Peter Swanson
Managing Director
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Directors: P.W Swanson MA (Cantab) L.G Brew MA (Cantab) ACA
Company registered in England No. 1835617 Registered office as above

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