

**Coronavirus (Covid-19) Customer/Visitor Update**

**Customer Bulletin 1 13/03/2020**

In light of the rapidly evolving Coronavirus pandemic, and the increasing numbers of UK citizens affected, PD Ports has implemented a number of considered and proportionate measures to ensure the Health and Safety of all employees, customers and visitors.

Our Business Continuity Management team is meeting daily and continues to monitor the situation, following guidance and advice from Public Health England and UK Government.

Steps we are taking to ensure the Health and Safety of all employees, customers and visitors:

* We have implemented non-essential corporate travel restrictions and guidance for our staff:
	1. Category 1 and Category 2 countries – travel suspended indefinitely
	2. Large scale events, conferences (including corporate dinners) – travel suspended indefinitely
	3. UK-based meetings attendance to be avoided with alternative communication methods sought. Meetings may still go-ahead subject to a personal risk assessment based on destination and method of travel
* We will shortly introduce a pre-visit questionnaire for all visitors across our UK sites requesting recent travel and health details and we will advise you not to attend site if you are:
	1. Feeling unwell
	2. Have returned to the UK in the last 14 days from an area listed in Public Health England’s Guidance
	3. Have been in contact with colleagues, family or friends who have returned from one of those areas or have been in contact with anyone who has tested positive for COVID-19
* If the above does not apply you will be asked to:
	1. Wash your hands on arrival and departure
	2. Where possible carry hand sanitiser
	3. Avoid shaking hands and physical contact

We recommend that you continue to follow updates and latest advice on how to protect yourself through Government announcements, Public Health England and the NHS. Links to further information are provided below.

**Further information can be found at these links.**

Government advice:   <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

NHS advice:   <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Advice for travellers:    <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

NHS 111 on line advice: [https://111.nhs.uk/covid-19 or Telephone 111](https://111.nhs.uk/covid-19%20or%20Telephone%20111)

Tees VTS Notice to Mariners: <https://www.pdports.co.uk/wp-content/uploads/2020/02/No.19-of-2020-Covid-19.pdf>