

COVID-19 Contingency Measures

13.03.2020

Dear UK Client,

Charles Kendall Freight has a duty of care for the health and safety of our employees, as well as those suppliers and customers who visit our sites on a daily basis. With the COVID-19 virus now spreading rapidly across the world, and in line with recent Government advice, it is imperative that we take precautionary measures to ensure that our staff are safe, and our business can remain fully operational.

With immediate effect, we have implemented the following:

- CKF staff are not to attend non-client external meetings, conferences or training programs unless they are held remotely or online. Client visits are limited to essential only.
- CKF staff are restricted from visiting suppliers and will not be accepting face-to-face meetings unless essential. Any visitor coming onto our sites will be first asked to complete a GDPR compliant questionnaire concerning their recent travel history and current health.
- During this period CKF will use online conferencing tools to conduct our normal day to day management and team meetings and will be our preferred means of contact with clients.
- CKF staff are encouraged to limit their own personal travel and maintain safe social distancing practices. All members of staff have been reminded again of the current UK Government advice and our own internal escalation process.

After consultation with Senior Group Management, HR, and IT a contingency plan has been developed whereby CKF staff can continue to operate and maintain a high level of customer service by applying a mixture of remote working and split shift patterns. Should the need arise for us to implement this contingency plan, a further update will be provided to you in due course.

As we all appreciate, the situation is fluid and we will continue to monitor this situation closely, follow any new advice that our Government releases, and adapt our policies accordingly.

On behalf of all the CKF staff, I thank you in advance for your support and understanding and hope you and yours remain safe and healthy during this time.

Kind Regards

Murray Frew
Managing Director
Charles Kendall Freight