



Hoults Doors Limited

Email: sales@houltsdoors.co.nz www.houltsdoors.co.nz
Phone: 4 5670824 Fax: 4 5670308
232 Cambridge Terrace, P O Box 35 053, Naenae

22 April 2020

Hoults Doors Limited COVID-19 (Coronavirus)

To whom it may concern

We are a business able to reopen and operate at Level 3 with a number of strict restrictions and changes.

Conditions of Business

To protect the health and wellbeing of people in our workplace, and to assist in the continued efforts to contain coronavirus outbreak, we have implemented some conditions of entry to our workplace.

Any person that agrees with any of the following is strictly not permitted to our premises:

1. Any person OR a member of their household has recently travelled to or from overseas;
2. Any person OR a member of their household has been exposed to a confirmed case of coronavirus;
3. Any person OR a member of their household have knowingly been in contact with somebody who has recently travelled overseas;
4. Any person currently exhibiting symptoms of a cough, high temperature or shortness of breath.

Process for Collecting goods

UNDER NO CIRCUMSTANCES IS ANY PERSON EXCEPT STAFF MEMBERS PERMITTED TO ENTER OUR FACTORY OR SALES OFFICE AREA AT ANY TIME.

1. All persons must enter the front door of the building to the clearly marked designated area and follow the instructions detailed. This will include recording your name, company and time as required for contact tracing. You must wait in the allocated area to be served and only stay in that area if safely able to have a distance of two metres for other customers.
2. Once you have obtained your delivery docket or invoice if required to pay for goods on collection, you will then be requested to walk around the outside of the building to our factory door to a clearly marked collection point. Please wait here and we will serve you your required goods.

Internal Processes

For your information, our internal processes outside of this involve the following:

- We are undertaking additional cleaning throughout the day for surfaces, door handles, etc.
- Our cleaners are taking extra steps of wiping down light switches, door handles every evening commencing before we return to work under level 3.
- We have anti bacterial sprays for each workstation, and shared tools and machinery will be wiped down each time they are used, and personal tools daily.
- We have removed all washable cups, plates, knives, forks from our kitchen, and provided biodegradable versions for the first week, until all staff are able to get their own utensils for eating and remove them every day for washing.
- Anybody showing any signs of illness including our staff will not be permitted to work at our premises.
- Our showroom will remain closed until further notice.

Zero Contact Deliveries Only

We will continue to do deliveries to site if arranged, however, this will be monitored with a sign in/sign out sheet by our staff, again for contact tracing.

Deliveries depending on whether we can ensure and maintain the required 2 metre social distancing throughout.

Our vehicles will be sanitised after each delivery

Site measures

Site measures will be assessed on a case by case basis depending on whether we can ensure the safety of our staff and maintain the required 2 metre social distancing throughout.

The safety of our staff and our customers will always outweigh any other factor when deciding whether deliveries or site measures can be undertaken.

We thank you for your understanding with the new policies and procedures and we look forward to opening again under the Level 3.

Take care and stay well.

Kind regards

Vaughan Lane

Manager

vaughan@houltsdoors.co.nz

m 27 446 8587