

# WORKPLACE UPDATE

## MARCH 2020

**jonesandclark**  
INDUSTRIAL SUPPLIES AND SOURCING SPECIALISTS

LET US SOURCE IT FOR YOU!

Good Afternoon,

*I would like to give you an update on what is happening with the operations here at Jones and Clark at this moment in time due to the Covid-19.*

*We are still operating as a company due to us having to supply essential items to Burton Hospital and other vital businesses.*

*We will continue to operate for as long as we can until we are told otherwise.*

*First and foremost the health and safety of our employees, their family and you our customers is paramount.*

*We have taken steps over the past 10 days to ensure that the majority of the office staff are working safely at least 3 metres away from each spread across the offices. Therefore they are still able to answer any calls or emails you may have. We have a small warehouse Team that have been provided with all necessary provisions and protection and we are limiting contact between each other with the social distancing rules applied and cleanliness guidelines followed. This means that you will still be able to receive the same service from Jones and Clark as you have always done.*

*At the end of last week we have told our sales team on the road to work remotely also, this doesn't mean we have gone away, the team will still be able to take calls, give you quotes, help with any issues you may have and of course take any orders you may wish to place.*

*Please bare in mind that due to the demand, we are struggling to source some particular PPE Items. We are doing everything we can to resource items but unfortunately other sectors, i.e. NHS and other caring facilities take priority.*

*Some of you are already using our B2B Website for ordering, and this is still active at [www.jonesandclark.co.uk](http://www.jonesandclark.co.uk). If you would like to learn more or would like to receive your login details then please contact us.*

*In order to make life as easy as possible for ordering goods and keeping contact down we would ask if you would increase your order sizes to reduce the amount of visits and handling of products. If you are using our Trade Counter, could I ask for account and card transactions to reduce the handling of cash and keep it to a minimum.*

*We thank you for your assistance in these trying times.*

*Finally I would like to wish that all of you and your colleagues, family and friends stay safe in this unprecedented period and encourage you all to follow the governments guidelines of social distancing.*

Simon Douglas-Clark  
Managing Director

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