

To Whom it May Concern

COVID-19 CORONAVIRUS

The safety of our employees, suppliers, customers, families and visitors remain M.Gaze & Co Ltd's overriding priority. M. Gaze & Co Ltd are monitoring the situation closely and will periodically update our company guidance based on current recommendations from the World Health Organisation. Only business critical visitors are permitted on our site at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our customers, our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone on this site.

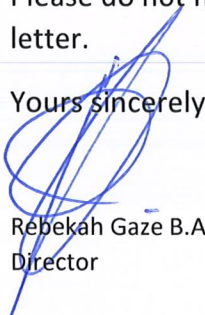
When arriving on site you will be asked to read the following questions and SIGN the signing in sheet which confirms that you have answered NO to all of the following questions:-

- 1) Have you or a family member had close contact within the last 14 days of a probable source of Coronavirus (COVID-19)?
- 2) Have you or a family member returned from travel abroad within the last 14 days?
- 3) Are you displaying any of the following symptoms?
 - Cough/Sore Throat
 - Fever/High Temperature
 - Shortness of Breath or Difficultly Breathing
 - Headache
 - Tiredness/Muscle Pain
 - Loss of Taste/Smell

IF YOU ANSWER YES TO ANY OF THE ABOVE QUESTIONS, YOU WILL BE REFUSED ENTRY TO OUR SITE AND ASKED TO RE-SCHEDULE YOUR VISIT IN 14+ DAYS FROM NOW AND ADVISED TO SEEK FURTHER ADVICE FROM YOUR GP AND SEE THE WORLD HEALTH ORGANISATION LATEST GUIDE FOR SELF-ISOLATION.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely



Rebekah Gaze B.A (Hons) M.B.A/M.A
Director

11.06.20