



COVID-19 STATEMENT MAGIBOARDS

At Magiboards we continue to monitor the progress of COVID-19 (Corona Virus) closely, in the interest of the health and safety of our employees, customers and business partners, and to minimise the risk of disruption to the supply of our products.

At present we have been lucky enough not to have any reported or confirmed cases of Corona virus among our employees.

We are taking the current threat very seriously and have taken measures to ensure the safety of all stakeholders in Magiboards and to mitigate the impact on our business and customers. These measures include a strict cleaning and hygiene regime over and above the already stringent policies at Magiboards, information to and training of employees of Magiboards, and monitoring of potential infection cases.

Visits to and from Magiboards

We implement measures to ensure that the risk of contagion of our employees is kept to a minimum. As part of these measure we have now restricted all non-essential visits to and from Magiboards. This means that any planned visits by customers, vendors and other business partners, other than those that are classed as business critical, have been cancelled and postponed until further notice. Where possible we encourage these meetings to now take place via video link and wherever this is possible the original date and time of any planned meetings will remain available for this. You should receive email communication with further details, but if you have not received anything and your planned visit is imminent, please contact us to confirm arrangements.

Essential visits, including visits to Magiboards by delivery drivers and subcontractors, will continue to be enabled, but access to site may be restricted and visitors will need to be screened prior to admittance to site and will be asked to complete a health declaration and statement of recent travels. We regret that we will have to decline entry to our premises for any visitors who:

- Register a body temperature of 38°C and above, or;
- Are unwell with respiratory symptoms, or;
- Have travelled to or from any foreign country in the past 14 days, or;
- Had close contact with any persons diagnosed with or suspected to have contracted Corona virus in the past 14 days.

We will continue to monitor the situation closely and act accordingly in the best interest of all.

We ask our vendors to ensure that their delivery service personnel observe hygiene and site rules strictly and do not enter the premises without screening and authorisation.

Planned visits to you by Magiboards can, insofar as possible, continue to take place at the planned date and time via video link. Where physical presence is required and the visit is not essential it will have to be postponed and rescheduled to a later date.

Availability of Staff at Magiboards

Conducting meetings via video link will also enable our staff to continue to work in the unfortunate event that they may have contracted the virus and need to self-isolate as a result. Telephone calls and email messages will therefore continue to be dealt with as normal.

We are ensuring that all employees who can work from home are equipped to do so and have access to the necessary skills, technology and data for this, while respecting GDPR and Data Protection Act regulations.

Staff required to work from the Magiboards premises, in particular factory operatives, have been trained to observe rules to minimise the risk of contamination, including working at their own stations only, strict hygiene rules and keeping a distance of 2 metres from all colleagues at all time.

Breaks have been staggered to ensure that no-one is at risk of being closer than 2 metres to a colleague during their break. The most vulnerable Factory Operatives have been furloughed to protect them to protect them from contagion to the maximum extent possible.

Supply Chain

Although the majority of products supplied by Magiboards are made to, assembled to, or packed to order we are building a significant amount of inventory in various stages of the manufacturing process. We have also built, and are building, additional inventory levels for our critical materials and components to much higher than normal levels, to ensure that we can continue to supply our products to our customers even if the Corona virus threat disrupts the supply chain of our vendors.

In the unlikely and unfortunate event that our factory will have to close entirely there will inevitably be disruption to the delivery of our customer orders, but measures have been put in place to minimise the disruption period and we will keep you informed of any delays if these occur.

Our products are delivered to our customers by a combination of Magiboards personnel using our own fleet and third party distributors. We are constantly reviewing the way in which our subcontractors deal with the COVID-19 thread and we are pleased with their policies. If our customers have developed policies that affect the access of our delivery services to their sites in variation of the normal procedures, we would ask that they inform us of these policies at their earliest convenience, so that we can assess if and how we can comply with their requirements. If we require any changes to the way our customers receive our deliveries we will communicate with them accordingly.

Should you have any questions or concerns we ask that you email us with these at sales@magiboards.com. We will respond to your emails in the shortest possible time.

This statement has last been updated on 25 March 2020.

Erwin van der Stap – Managing Director