



To: All Staff
CC: Usman Ali, Operations, Control

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Dear All,

As I am sure you are aware, the COVID-19 bug is going around, otherwise known as coronavirus. It has been declared a global pandemic by the World Health Organization with 53 confirmed cases within the United Kingdom now.

As we operate in public services, all of you have quite a lot of interaction with the general public. Furthermore, as we operate mainly in London, we have an increased interaction with tourists as well, especially those who travel via public transport. Resultingly, we are more likely to be exposed to the virus.

Although the UK government has said that all measures are in place to prevent the spread of COVID-19, we request that the staff take extra care with washing hands, hygiene and ensuring that their work-places are kept clean and tidy. Furthermore, please all take care when eating and interacting with the public.

Should anyone feel ill or have symptoms of the virus, please do not hesitate to call operations manager Abeer on 07904420507. If you are feeling unwell please do inform him at least 4 hours before your shift is due to start.

Further information about COVID-19 can be found on the WHO's website and on the NHS website.

Any hesitations please do contact myself or senior management.

Kind regards,
Abeer Mohammad



Contracts Manager

