



KRM Security Services Ltd

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

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Dear All,

RE: Latest Government COVID-19 Guidelines

I hope this memorandum finds you well given the global situation.

Further to my previous memo sent on 2nd December 2020, we have all been made aware of yet further changes to the government's actions to tackle the third wave of the COVID-19 outbreak.

As I am sure you are aware, the United Kingdom has been placed back into a national lockdown as of today, 4th January 2021, and as a result, all shops, non-essential businesses schools etc will all be closed. This is similar to the first lockdown placed in March 2020.

Due to this change, it is likely that buildings and offices will likely become empty again, as more and more people will work from home. There may be public transport disruptions etc, and please ensure you factor all possible disruptions into your route to work as now greater responsibility will be placed on us once again, as we are the sole protectors of the buildings.

Please ensure that you are wearing the appropriate uniform at all times and maintain your presence at reception at all times unless out on patrol. Please ensure that you wear PPE, and are consistently washing/sanitizing your hands and frequently ushering visitors to also sanitize their hands.



To prevent COVID cases going up, we all must do our part to ensure that we are not facilitating the spread of the virus, so please can everyone ensure that should they develop any symptoms at all, they immediately seek to self-isolate and inform the control room/ your line manager of this, so we can cover the shift appropriately and ensure that the correct cleaning procedures are performed at your site.

Further advice can be found on the government's website, on the NHS website and previous employee communications can be found on our website.

Should you have any questions, please do not hesitate to contact me or a member of the team and lets all hope that this is the final lockdown.

Kind Regards,

Rana Usman
Director

