

26 March 2020

Dear All,

Re: Coronavirus (COVID-19) Update

Van Elle is continually monitoring the Coronavirus (COVID-19) situation in the UK and adhering to all the advice and guidance supplied through official channels. We will act accordingly if anything changes that affects the operation of our business and the safety and wellbeing of our employees, customers, suppliers and their families. This is our top priority.

We are continuing to support our staff and customers throughout this time and where we can, we are operating as normal and our contingency plans are working effectively. Our Coronavirus taskforce continues to meet daily, discuss our ongoing action and provide guidance to our staff.

Our over-arching policy is to comply fully with government advice, which we monitor and respond to on a daily basis. We are proactively ensuring that all sites we are working on are implementing the [Site Operating Procedures](#), developed by Build UK and published by the Construction Leadership Council (CLC), as well as fully supporting those sites and our site based personnel in adhering to those procedures.

If we feel that any of the sites where Van Elle personnel are present are not operating in accordance with the Public Health England guidelines, we will take immediate and appropriate action. The safety of our staff and operatives is paramount.

We have already implemented the following precautions, which are detailed below:

- 1) Increased hygiene operations have been put in place across all sites
- 2) Measures to stop all non-essential movement of employees across the business
- 3) Work from home policies have been implemented in line with government guidelines and all office-based staff are now working from home unless absolutely necessary.
- 4) Site based personnel have been asked to familiarise themselves with additional or updated specific, local client arrangements
- 5) Site based personnel have been asked to limit colleague contact, maintain social distancing in accordance with Public Health England guidelines, and avoid returning to office locations unless absolutely necessary
- 6) Processes are in place for identifying, recording and monitoring any employee advised to self-isolate with associated procedures required for managing this scenario.
- 7) Internal updates from the Coronavirus Taskforce are communicated to the board and employees reminding them of the control measures in place and providing updates as necessary.
- 8) Financial and business continuity planning and risk assessment has been implemented.
- 9) We are making alternative arrangements and providing extra support for site based personnel in respect of accommodation and food.
- 10) Whilst maintaining supply of materials has been a challenge, we are working closely with our supply chain partners to mitigate any supply issues.

Thank you for your continued support

Yours faithfully
on behalf of VAN ELLE LIMITED

MATT LOVE
Preconstruction Director

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Head Office
Summit Close
Kirkby in Ashfield
Nottingham NG17 8GJ

T. 01773 580580
F. 01773 862 100
info@van-elle.co.uk www.van-elle.co.uk