

Level 4 Lockdown - Factory re-open 04/05/2020

29 April 2020

Dear Valued Customer,

We would like to inform you that we will reopen the Taylor Blinds factory In Montague Gardens on Monday the 4th of May 2020. We will still have full sales and administration team access to our Taylor Johannesburg office and the NMC offices.

We are currently in Level 5 of the lock down and as of the 1st of May the country will move to a level 4 which means that manufacturing can start with 20% of our workforce.

Our challenge still remains that we can't measure or install and I am sure this will apply to your businesses as well. However; the announced level measures are not yet written into law. We believe that this will occur tomorrow, the 30 April 2020. We will take advice after the announcements and revert to you all as soon as we can.

In the meantime, we have received approval from the CIPC to perform essential repairs to our Shutterguard products and will ensure we are available to support you from the 4th May with spare parts and new shutters if required in an emergency.

Our factory will continue with work in progress and await the green light to move to level 3 and 2 so we can start trading fully.

Our own Covid-19 Workplace plan, for example, includes but is not limited to:

1. Buying all staff 3 cloth masks each
2. Full supply of sanitizers throughout workplace and on person
3. Adequate ventilation
4. Transporting our staff with company vehicles so that they can avoid public transport
5. Allowing our more vulnerable staff (over 60 or immune compromised) to remain in quarantine
6. Screening of temperatures and symptoms on entry to the premises
7. Dedicated work zones to ensure social distancing of minimum 2m
8. Fitting of physical screens between work zones
9. Staggered lunch & tea times to ensure no congregation
10. Dedicated health officer to ensure screening, monitoring, sterilizing of all utensils, tools, surfaces, etc.
11. Remote working from home for all admin and sales staff
12. Training of staff in terms of good practice and recognizing symptoms

I have also attached our risk protocol procedure document and our CIPC certificate.

We will confirm lead/delivery times in the coming weeks as they will vary because of the limited workforce. Delivery during this period will also be limited.

Kind regards



Anthony Mederer
Managing Director
Trellidor Innovations (Pty) Ltd