



**The Finishing Hub**  
Paper Coatings & Post Press Special Effects



**The Calendar Hub**  
Wiro Binding , Spiral Binding , Calendar Rimming , Round Cornering , Handwork

[www.finishinghub.co.za](http://www.finishinghub.co.za)

[www.wirobind.co.za](http://www.wirobind.co.za)

Unit 15/21 Clover Leaf Industrial Park , 7<sup>th</sup> Avenue Maitland , 7450

Tel:(021) 300 0866 Reg:2016/336215/07 Vat No:4370274906

---

Date : 19 March 2020

## The Finishing Hub Response and Contingency Planning for COVID-19

To All our Clients and Suppliers,

The Finishing Hub has recognized the seriousness of the latest COVID-19 and is taking and implementing all the necessary and required health and safety precautions we can to minimize the impact and disruption on your Business requirements as well as ours.

With Immediate effect all Team Members of The Finishing Hub are required to:

- \* Wash there hands every 30mins with the Anti Bacterial Liquid Soap Provided
- \* Use Hand Sanitizer upon entry and exit from our facilities as well as after every hand wash.
- \* Make use of Gloves wherever possible.
- \* Make use of new Facial Recognition Time and Attendance System.
- \* Team Members are to remain at home if they feel ill and self isolate for 14 days.

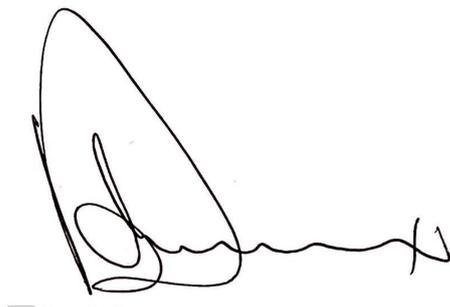
Preventative Measures for the Safety of our Clients,Team members and Suppliers:

- \* Access to our Plants has been restricted to team members only.

- \* Access to our offices has been restricted to essential visitors only.
- \* All Visitors MUST report to reception upon arrival
- \* Skype,Face time,Google Duo and Whats-app Business can and will be used where possible.
- \* Client pass's on Job's will be Photographed and sent to clients where requested.
- \* Our Suppliers have been requested to send us Batch numbers for all raw materials delivered to us so that we have a trace ability record and we have also requested a formal letter from each supplier detailing what responsive and contingent measures are in place within there organizations.

Should you have ANY Concerns or Questions with regard to the details herein or would like to make any suggestions,please feel free to contact anyone of our Team members as they have all been briefed thoroughly.

Kindest Regards

A handwritten signature in black ink, appearing to read 'Dieter Meyner', with a large, stylized initial 'D'.

Dieter Meyner