



Gortnafleur, Clonmel, Co.Tipperary, Ireland  
Tel: +353 (0)52-6122722 Fax: +353 (0)52-6122024  
[info@hccl.ie](mailto:info@hccl.ie)

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**Ref: Covid – 19 Communication to Customers**

Dear Customer

Thank you for your recent correspondence with regards to the Covid-19 Virus.

We have received requests for information from a number of our customers and appreciate that you require some comfort that we are considering and preparing for the potential implications of the Covid-19 outbreak.

Whilst at the time of writing this letter, the exact scale and transmittance of the Covid-19 virus is relatively unclear, please be assured that monitoring the potential implications of an outbreak is a priority for Hanley Controls Clonmel Ltd.

To this end the following checks have been implemented.

- 1) Complete evaluation of Supply Chain, with emphasis on products originating in known Covid-19 affected areas.
- 2) Restricted travel to and from known Covid-19 affected areas.
- 3) Regular Staff communications on Covid-19 updates as they are made available.

Hanley Controls Clonmel will continue to monitor Covid-19 developments over the course of the next few weeks/months. We will also continue to work and liaise with our customers to see, where possible, what reasonable steps may be taken to address the impact of Covid-19 may have on our continuing relationship.

This information is provided for general guidance only. Due to the dynamic nature of the situation, the information is subject to change without notice. We are closely monitoring the situation and will continue to provide updates as they become available.

Yours Sincerely,

Paul Fahy ,

Health & Safety Director