Covid-19 Policy

The health and well-being of Norman Lewis' employees, customers and suppliers is our top priority.

At Norman Lewis we have tightened our health, safety and hygiene protocols for all our employees whilst adhering to all Government guidelines and we have taken steps so that we can maintain business as usual in these unprecedented circumstances.

Currently we have no major challenges. We do not have any confirmed cases of Coronavirus within our workforce and we are advising our staff to follow the recommendations being provided by local/regional governments and/or health authorities directives to ensure our employees and customers remain safe in and out of the workplace.

Steps we are currently taking include:

- Working remotely wherever possible.
- No business travel – unless business critical meetings.
- No customer/supplier visits unless pre-approved by Director or Office Manager.
- No larger conference or external meetings – activities planned to be executed digitally if possible.
- Consistent monitoring of Government advice and guidelines.

Steps to be taken upon return to the workplace:

- Rotating shift patterns for one person to be in the office at any one time if needed.
- Maintaining a 2m distance from anyone else in the workplace.
- Rigorous hygiene (extra hand soap and cleaning of hard surfaces).
- Hand sanitiser at room entry points.

We continue to monitor the situation closely and will amend our procedures, as necessary.