



MAILBIRD MEDIASCENE
MARKETING AND BUSINESS COMMUNICATIONS

MAILBIRD ORGANISATION LTD AND MEDIASCENE LIMITED

Covid-19 statement

[Abstract](#)

A short statement regarding our business continuity, whilst the Covid-19 pandemic is in effect.

To all our customers and suppliers

First and foremost, we wish you all well during this difficult time.

I've always prided my business on its openness and transparency. This situation is no different and below, you'll find honest and open answers to questions that we are frequently being asked.

In summary, we are – and will remain – open for business, unless the UK Government forces us to do otherwise.

Stay safe

Kerry

Are we open for business?

Yes, we are indeed open for business and have taken steps to ensure that this remains the case.

What steps have you taken to ensure you remain open?

Working from home

A few years back, we switched the whole company over to cloud-based systems. As we employ staff from all over the country, this made sense. All staff who can work from home, already do so.

Staff who usually work onsite but can also work from home

For some departments, such as IT and account management, the staff usually work onsite. We do need a member of staff present, onsite, from these departments. So, we have set up a working from home rota, where staff from these departments will take turns working from home and being onsite. This will limit their contact with each other and ensure that these departments remain fully functional.

Visits, meetings and deliveries

Staff who work from home are not allowed onsite, nor are they allowed to visit customers and suppliers. Any meetings must be conducted via web conference.

The only suppliers who are allowed onsite are those who provide equipment maintenance. In these instances, our suppliers are asked to confirm that the person(s) visiting are not in any of the categories that the UK Government has asked to self-isolate.

All goods-in deliveries and collections are still functioning as normal – and no external supplier is allowed onsite under any circumstances, in these instances.

Staff who work onsite

As we have a production facility, around half our staff work onsite. Those staff who work in the main office (which is open plan) are sitting a minimum of 3m from each other.

Our machinery is such that machine operators do not get within more than 2m of each other. No machine we have, apart from our poly line, requires more than 2 people to run it and we have limited the maximum number of people to this number. After every job, the machine and surrounding work area is disinfected and thoroughly wiped down.

We have rotas in place for frequent cleaning and disinfection of commonly used work areas, such as desks, door handles, toilets etc.

All employees are encouraged to wash their hands frequently and we are keeping them up to date with the latest NHS advice.

Shifts

We have the option of running shifts within the business and where relevant are doing so. Should any member of staff get sick, we will split staff up into shifts to avoid any spread to the virus and ensure continuity. Any shift changeovers are also staggered, allowing for a thorough clean.

What happens if our supply chain is affected?

We have a wide-reaching supply chain and we do not foresee any issues with getting our supplies. For day to day office requirements we are well stocked up and where we use third party suppliers, we have reviewed their own contingency policies to satisfy ourselves that they will still be able to supply us.

What happens if we face a downturn in work?

Of course, given the current situation it is highly likely that our own level of business will suffer as a result – and we offer our extended sympathies to any customers who may be suffering as a result of the pandemic.

We have a very robust business. We are extremely low geared – we own almost everything we have – and we have excellent cash reserves. We have been trading for over 30 years and thus far, have survived everything that has been thrown at us, including two recessions!

As a business, we shall of course adapt to fluctuations in work, accordingly – and we are small enough and agile enough to do so.