

Monday 1st March 2021

**Potter Interior Systems will be open to supply products to all businesses for the current lockdown period Monday 1 March 2021 through to Friday 5 March 2021 under certain conditions as set out below.**

To ensure the safety of our staff, customers, supplier, families and the wider community, we have implemented precautionary measures, including reduced contact and physical distancing, as well as other measures required by the Ministry of Health, WorkSafe NZ and other Government Departments.

As you can understand, there will be a period of adjustment as we work through our processes, so please bear with us as we do our best to serve you.

**For Auckland Under Level 3 - Deliveries, Loading, Warehouse + Yard Operations Are As Follows:**

- All site deliveries/orders must be pre-arranged through phone/online systems
- You will be notified when your order is ready for collection
- Maximum of 2 vehicles within our yard area at any one time
- Drivers details will be collected to allow for risk assessment/contact tracing
- Drivers are not permitted to enter despatch offices
- Drivers must remain in their vehicle unless directing the loading, securing the load or obtaining paperwork. 2m social distancing is to be maintained at all times
- All transport carriers/contractors who will make deliveries to and pick up loads from site are required to have a COVID-19 plan and that their Delivery Drivers will be trained in operation of the plan
- Maintain minimum 2m physical distancing
- No showroom sales are permitted until further notice
- All courier deliveries will be left in a designated area outside of the office/despatch office no contact with couriers is permitted until further notice

**For all other sites under Level 2 it will be business as usual but with Level 2 Protocols around hygiene and social distancing applied.**

If you have any queries regarding this announcement, or wish to see our detailed plan, please contact your local Potters representative or branch manager below.

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Kind Regards,

**Craig Hawkins | General Manager**

Potter Interior Systems