



25th May 2020

Coronavirus Policy

The situation with Coronavirus (COVID-19) is changing rapidly. Whitson's will take all necessary measures to protect the health and safety of our teaching staff, employees, suppliers and customers, along with their wider families and the communities in which we operate. In response to this, Whitson's is taking the following measures:

- Whenever possible, all members of the Whitson's Team will work remotely. In our warehouse we have already taken extensive preparatory work on physical distancing and hygiene measures
- With the alteration of our working practices, we shall continue to send out orders as soon as practicably possible, but this will only be done in a way in which we consider safe to do so
- All training classes until 9th July 2020 have been cancelled. Those booked on these classes have the following options:
 - A full refund of course fees; or
 - To be issued with a voucher for the full value of the course to be used as payment or part-payment of future classes. Those opting to be issued with this voucher will also receive a token, which entitles them to;
 - 20% discount on materials bought immediately after the re-booked class (we normally offer 10% discount to attendees); and,
 - 10% discount on a single place for the next class you book between 1st September 2020 and 30th April 2021
- We have implemented a ban on all visitors to Whitson's premises unless specifically agreed in advance
- All communication with Whitson's staff must now be done by phone or digitally

Our unwavering commitment is to the wellbeing and continued employment of our staff.

This policy will continue to be updated as further advice is issued by national and local government.

We appreciate your support and understanding during these difficult times,

The Whitson's Team



Unit 7
14 Dunkeld Road
Perth
PH1 5RW



+44 (0)1738 442800



www.caitwhitson.com
info@caitwhitson.com