



To all Business Partners
of Göhmann & Co. GmbH

Your Mail

Your reference

Our reference
FH

Date
March 1st 2021

Coronavirus pandemic - Current situation and Emergency planning

Dear valued business partners

due to the current situation of the Corona virus, we undertake all necessary steps to guarantee the continuance of our regular business processes.

Therefore, we are planning to establish all requirements to work from home, to be able to perform at least all paperwork during these difficult times.

In this turn we kindly ask you to send all business documents by mail or contact us by phone – faxes cannot be receipt during this time!

Further, we kindly ask for your understanding that there might be delays in the receipt and dispatch of orders. Of course, we will undertake all possible steps to avoid any delays or at least keep those at the lowest possible level.

Therefore, we would like to ask you to inform us at the earliest possible stage in case that there occur any circumstances that might affect our business relations (such as delays in deliveries, delay in receipt of orders, delay in transports, etc.).

Any delays must be reported to us immediately so that we can all work on a constructive solution.

Furthermore, we kindly ask you to inform us immediately about your undertaken actions to guarantee a smooth work flow.

We trust that you will understand the need of the above actions and thank you very much for your consideration, support and patience.

Stay healthy!

Best regards

Oliver Hochstein
Management

Felix Hochstein
Sales Management



Management
System
ISO 9001:2015

www.tuv.com
ID 9105034568



DIN EN 15085-2

Catalog of countermeasures of Göhmann & Co. GmbH

General measures

- External visitors will only be received on the authority of the general management.
- All Meetings, which are not of crucial character, will be cancelled and adjourned indefinitely, respectively hold by conference call. All business trips are adjourned indefinitely.
- Hygiene instructions according to placards and our company agreement of how to handle the current situation dated to 10th March 2020.
- Minimum distance between persons at least 1.5 m and avoidance of direct contact (e.g. hand shaking, etc.)
- All visitors are committed to wear FFP2-masks when entering our premises.
- In extreme emergency all processes will be carried on – where possible (mainly paper work) – by implementation of home-offices.

Receipt of goods and deliveries

- All goods, packages, etc. must be delivered at our incoming goods department, which is located on our court.
- Drivers & Co-drivers must minimize the contact with our staff.

Please use our bell system with interphone system and wait for instructions.

In case of waiting times, please stay in your vehicle.

If possible, wear gloves and protective masks.
- In case of coughs and sneezes, we reserve one's right to refuse the receipt of goods & deliveries.
- Drivers are requested to leave the premises immediately and if necessary, wait for the called up public health department.
- Our buildings and warehouse are to be entered after approval and not longer than necessary only. Further, only certain areas shall be entered. After fulfilling your tasks you are asked to leave the premises immediately.



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