

## **Office Update - Coronavirus**

As always, the health and safety of our staff, clients, suppliers and contacts is of utmost importance to us. **We are however still operational and here to support our clients, contacts and staff in this difficult time.**

In line with Government guidelines and in order to ensure we aid in preventing the unnecessary spread of the Coronavirus, we have introduced the following measures:-

- We ask all staff, clients and any other contacts that we do business with who show symptoms of the Coronavirus to follow the up to date Government Guidelines.
- We are, until further notice, reducing our office-facing services.
- We will be cancelling all unnecessary face to face appointments until further notice.
- Our staff will be working a mixed office and home-based working shift pattern, wherever possible. This means that phones will still be operating as normal and emails will still be dealt with accordingly.

Whilst there should be little or no disruption to our supply of services, we would appreciate your understanding at this difficult time and we do apologise for any inconvenience caused during the forthcoming period.

We have taken these steps in order to reduce the risk so that we can continue to provide as normal a service as possible and will resume our usual working practices as soon as it is safe to do so and Government Guidelines permit.

**If you have any enquiries, please call 0151 236 4331.**

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