

## Coronavirus – Covid-19

In the light of current public health concern about Covid-19 below are the precautions we are taking as a firm, and those we ask you take, to minimise the risk to anyone coming into our offices. We can communicate by phone or video conference.

### You

If you experience the **relevant symptoms** or were to test positive after coming to our office, please would you email **Philip Studd** with your contact details so that we can manage communications with public health, and our staff. We will keep the information as confidential as we can, mindful of our public health and data protection obligations.

### Us

We are taking a number of precautions, reflecting UK Government advice, and have implemented a remote working model across our London and Leeds offices:

- We have asked everyone to familiarise themselves with public health guidance, making appropriate risk assessments that are personal to their own situation.
- We are encouraging staff to 'meet' virtually, we have restricted meetings at our offices and stopped all attendance at large external events
- We have stopped travel between our offices in London and Leeds
- We continue to take steps to ensure all our offices are safe places to work and are continually reviewing cleaning and hygiene provisions