

Coronavirus – Covid-19

In the light of the Covid-19 situation 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.

Our offices are currently closed to everyone apart from some essential workers.

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 have taken a number of precautions, reflecting UK Government advice, and have implemented a full 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 have stopped meetings at our offices and attendance at any external events
- We have stopped all travel between our offices in London and Leeds
- We continue to take steps to ensure our offices are safe places to work and are Covid secure