

Contingency planning for Coronavirus/COVID-19



The Coronavirus/Covid-19 situation keeps developing and from the briefings from the Government we understand that the situation is likely to worsen over the coming weeks. This note is intended to let you know what we're doing and to provide comfort and reassurance that we are doing what we can.

What are we doing?

We're focusing on two main goals:

1. Protecting our clients and their businesses
2. Protecting our people

Protecting our clients and their businesses

We have implemented a number of procedures to ensure we continue to deliver our service to you. These include:

- A large number of our people are now working from home and/or in self-isolation if they are part of a vulnerable group.
- A specific Coronavirus Working Group has been set up and is meeting regularly to review our usual business continuity procedures. We want to be absolutely certain that they are fit for these particular circumstances.
- We already encourage agile working across our workforce and we have the systems in place to support this. We have tested our systems in anticipation of a full lockdown and we are confident there will be minimal disruption to our service.
- All teams/departments are resource planning so that they are ready to adapt should people fall ill.
- We are able to communicate quickly with all staff through our mass communication system should we need to send business critical updates.

Protecting our people

We are communicating regularly with our staff. We want them to feel informed and reassured, and so we are sharing regular government/public health updates and guidelines as well as our own plans.

We have identified our most vulnerable people, or those with vulnerable family members, and asked them all to work from home immediately. All other staff members are able to work from home if they wish.

We are following government guidelines on international travel. As the guidance changes, we will keep our teams up to date. We are currently postponing our own events until the situation is clearer.

Our reception and front-of-house teams will not be asking visitors about any risks, but if you have visited a high-risk country recently, or have been in contact with someone showing symptoms, please think carefully about your meeting here at our offices. We are encouraging conference calls and other work arounds for meetings.

If you do need support then please call your usual contacts at Walker Morris. We have also provided a list of alternative points of contact to call for your guidance on our website coronavirus page here. <https://www.walkermorris.co.uk/client-resources/coronavirus-covid-19/>