**BUSBYS**

**COVID -19 (CORONAVIRUS)**

Given the considerable uncertainty that is being created around the rapid spread of COVID-19 (Coronavirus), we thought you would appreciate an update on our state of readiness and contingency plans.

We are closely monitoring the general situation and following the advice given by the relevant authorities.

Our office currently remains open, but we are actively preparing for various eventualities and scenarios. This includes some remote working to help minimise any risk, while keeping the business operating as normally as possible in this difficult time.

We are looking to minimise face-to-face and external meetings by using telephone calls or email instead.

Should our staff have to self-isolate and we have no option but to close the office, emails will be accessible by some members of staff from home. In this eventuality, to ensure that all emails are dealt with, please copy in David, Carolyn or Debbie as appropriate.

We will continue to follow advice issued by the government and NHS, and will keep you updated with our plans.

If you have any questions, please do speak to your regular contact or email us at mail@busbys.co.uk.

If you have any queries regarding the above, please contact us on 01580 765088.

David Meredith • Carolyn Gore • Debbie Scott