



We're continuing to monitor how the situation is progressing, and would like to reiterate the advice from Public Health England for employers and businesses the link can be found here

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

As you know this is a fast paced situation changing by the day as it stands today we urge businesses to consider the below action.

- Large meetings

Please be mindful of having large groups of people in confined spaces and continue to have good hygiene practices.

- External meetings

Look into not holding any non-essential meetings, or where possible using google hangouts or skype rather than inviting people to your office.

- Let your business know if you're feeling unwell

Please ensure your staff are communicating before coming into the office if they have cold/flu like symptoms each business should then assess what to do with them on a case by case basis.

We also urge all businesses to consider how your business would operate if we were advised by Public Health England to close, do you know how to forward calls to your mobile, have you got the means to access documentation remotely, should you take your laptop home each day with you? Each business needs to have some plans in place to minimise the risk should this be an eventuality.

We will be keeping a close eye on the advice as and when it changes.