

We are monitoring the coronavirus situation closely.

Our first priority is to ensure we are taking the necessary steps to keep our staff and clients safe and healthy and have put measures in place to reduce the possible spread of the virus.

Please don't attend our offices if you:

- Have come into contact with someone who has tested positive for coronavirus; or
- Have returned from overseas travel after 15 March 2020 and have not completed 14 days of self-isolation; or
- Have flu-like symptoms.

Our second priority is to ensure our staff are available to you to support you through this period.

Our office remains open but in the spirit of 'social distancing,' we have encouraged staff to work with you in considering alternatives to a face to face meeting. Please feel free to contact us as you usually would if you have any questions.

If you have a meeting booked with us (or would like to meet with us) then please consider whether the meeting is essential and/or whether it could be conducted over the phone.

As you know this situation is evolving quickly and this position may change but we'll keep you updated if it does.

Regards,
Simon Howard
CEO

