



To whom it may concern

25th March 2020

Dear Sirs

Re: Coronavirus (COVID-19) Outbreak

Lawtech Group would like to inform you about the precautionary steps we are taking as a business to ensure that we are able to continue providing our services to you and play our part in preventing the further spread of the COVID-19 Coronavirus.

Following the recent outbreak of the COVID-19 virus, we have been putting processes in place in line with the Governments & Public Health advice.

Our current priority must be the health and well-being of our clients, our team members and all our families. We have been sending regular updates to our teams, following the guidelines issued by the Government and various health organisations. We have introduced regular cleaning of our office and wipe downs of our equipment throughout the day.

At the point of writing, we have not had any confirmed cases of Coronavirus in our office or on our project sites. A couple of our people have self-isolated because of vulnerable relatives at home or having mild flu-like symptoms, but we must stress that these are all currently considered low risk and precautionary.

Remote working

We already have in place the necessary systems to enable as many of our team as possible to work remotely. Our Head Office has now closed and our staff are currently working remotely.

We have provided the necessary tools and technology to enable staff to continue working as normal and continue to communicate effectively with clients and each other. When working remotely, our team have full access to all our IT systems – as though they were sat at their desk in our office.

Phones and our switchboard

Our main office number (01634 290500) has an answering machine message stating that the caller should either ring employees on their Lawtech mobiles, send emails and or call a dedicated number (01482 636460) and someone will answer and direct them accordingly.

Our project sites

In accordance with current government guidelines, our live sites remain open and operational. They will be monitored closely and we will respond accordingly to the daily government updates. We are in close communication with our supply chain partners to ensure continuous material flow as much as is practically possible.

Please direct any concerns you may have to your usual Lawtech Group contact.

Next steps

We are monitoring the fast-moving situation closely. New information is made available at least daily, and sometimes hourly. We will ensure that we respond quickly, sensibly, and appropriately to any developments. We will update you all again if we have further substantial updates, but please do contact your main contact here if you have any concerns about your specific circumstances. Until then, we hope you and those close to you stay safe and well.

And now, some specifics

We have communicated to all our staff about self- regulating and the general hygiene advice, which they must comply with at all times. We have advised our staff on the following:

- Wash your hands with soap and hot water for at least 20 seconds on a regular basis
- Use hand sanitiser if soap and water are not available
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Use tissues to sneeze/cough into - "Catch it, Bin it, Kill it" (disposing of the tissues in a bin)
- Clean and disinfect frequently touched surfaces and objects especially on metallic surfaces
- Avoid constantly touching your face
- Avoid close contact with people who are unwell and avoid shaking hands where possible

Mandatory requirement

When employees, visitors, supply chain partners arrive on a Lawtech site or office, everyone must immediately wash their hands. Regular handwashing, particularly before and after certain activities and after lunch, is one of the best ways to prevent the spread of germs to others. Shaking hands is to be avoided for the time being.

Maintaining social distancing at least two metres apart from one another. Regulating breaks in the canteen to avoid overcrowding. Wiping door handles and light switches every few hours.

If an employee has to go into a resident's flat to undertake work, they will ask if the resident is self – isolating and then ensure the necessary protection (face mask & gloves) are used during their visits. Washing hands before and after each visit is required.

We have restricted employees that if they feel unwell with the potential symptoms of this virus, they are required to stay at home and are not to leave their home for 7 days from when symptoms started.

Finally

We can confirm that Lawtech Group has a Business Continuity Plan, which covers emergencies such as this. All emergency contacts are listed on this report and are fully aware of their responsibilities.

We, along with all other businesses, will continue to seek guidance from the Government each day so we can prepare for any further developments.

Please be clear that every effort is being made by Lawtech Group to prevent the spread of COVID-19.

If you have any questions, please do not hesitate to contact me.

Yours faithfully

David Lawrence
Managing Director
March 2020