

Company Policy during COVID-19 Outbreak

17th March 2020

INTRODUCTION:-

healycornelius design ltd. have been closely monitoring the developing COVID-19 Outbreak and are following the recommendations from the Government.

In response, healycornelius design ltd. have implemented additional measures to ensure business continuity, to protect our staff and to provide a "business as usual" experience for our clients with some minor but significant changes for the foreseeable future.

PRIORITIES:-

1. Aid in the prevention of the spread of COVID-19.
2. Protect our staff, families and clients.
3. Endeavour to ensure business continuity

IMPLEMENTATION:-

- The practice is operational however we are encouraging all staff to work remotely and appropriately equipping them to work from home. As all staff will be working independently, we ask that you bear with us if work takes a little longer than usual.
- All our staff have access to Skype and Google Hangouts and all meetings will be conducted remotely until 31st March 2020.
- Where necessary, we will maintain site visits and inspections, deploying enhanced precautions to endeavour to eliminate the risk of infection transmission.
- All work-related travel has been minimised to where necessary (i.e. site visits / inspections). If any staff member experiences symptoms of COVID-19, they are to notify the Directors immediately and follow national guidelines with respect to self-isolation.
- Consultations for prospective new work and on-going projects will either be carried out online or over the telephone.

As the situation is continually changing, we will update the above policy as required.

Our staff will continue to be contactable by email and phone and will be available to you during the usual business hours.

Should you have any questions, please do not hesitate to contact us at the numbers below or email us at info@healycornelius.com

Stay safe, adhere to Government advice and take care of one another.

The Directors
healycornelius design ltd.



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