**Contingency planning for COVID-19 disruption. 18th March**

 **ERA Solutions Limited don't know exactly what to expect over the next couple of months, but we have been thinking about how to minimise our risk so we can continue to provide an excellent service our clients.**

The ERA team are not at high risk, we are 8 healthy individuals who live in rural locations, non-of us have been in contact with anyone who has tested positive.

We have taken the decision in order to protect our staff and our clients to not attend site for cases with more than 100 employees.

In order to comply with social distance restrictions employees will be working from home, this comes into force from 18th March 2020.

We will not use public transport to attend sites.

We have super-fast broadband.

We can conduct most of our business over email & phone. We are able to dial into conference calls.

Our office is cleaned regularly & surfaces wiped

We work on separate desks, with our own phone handset.

We all used soap before it became trendy.

We do not have ‘drop-in’ guests.

If we close the office we have the option to continue to work from home. Limiting disruption.

Our receptionist Sandra plus one other employee will attend the office. All calls will be answered and letters will still be sent out as normal.

We have capacity to look after you. Individual Mobile numbers will be provided to clients should you wish to contact any individual member of the team.

Amanda is due back on Friday this week from annual leave, Amanda has not travelled to a country which is currently affected. Amanda will continue to work from her home location as normal.

Gilly is currently is Spain on lockdown and is due to get an emergency flight back on Thursday. Upon her arrival back to the UK she will have to self-isolate for 14 days.

All other annual leave to overseas territories has been cancelled for the next 4 weeks.

We will provide updates as and when things change going forward.

We would like to wish everyone well and send our thoughts and best wishes to anyone who is affected by this current virus.