



GODDARD PERRY

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WEBSITE ANNOUNCEMENT – COVID -19 Update 17th March 2020

Dear valued client

On behalf of all staff at GPC, I would first of all like to wish that you and your family remain healthy in these difficult months ahead.

In light of the Government's announcement yesterday on Monday 16th March 2020, I am writing to confirm how GPC is planning to mitigate the adverse effects on our staff, clients and colleagues in so far as we possibly can, given this is a rapidly changing situation.

Our services to you

We expect that any work undertaken by GPC will continue to be carried out in the timely and efficient manner you expect from us during this time. This is because:

- We have ensured that all our advisers and staff are well equipped to work from home.
- The Croydon Head Office will remain open on a daily basis until further notice; however, many of our front-line advisers, consultants and support staff will now work from home
- Each internal department will be holding daily conference calls to discuss any work in progress and client support.

Working from home and absences

In accordance with government guidance, anyone remaining at GPC's Head Office who develops even mild symptoms will not attend the office and will work from home for 14 days.

There is also the possibility that we may have to consider temporary office closure at some point, should the situation deteriorate, and the guidance change significantly. We are not currently expecting this to happen but have planned with this in mind. In these circumstances, we will of course let you know, and you should be aware that:

1. Work phone numbers will be diverted to home mobiles in the event of a full office closure. Staff at GPC have their mobile numbers on their email sign-off.
2. We will be likely to find it harder to deal with traditional post, couriers etc should our offices be closed, and will make as much use as possible of electronic mailing, pdf's and so on.
3. On the whole it is likely that many meetings will be deferred, cancelled or switched to conference calls or video conferencing.

In the meantime, GPC's systems and business is carrying on as normal. Please be vigilant in these very challenging times.

Please do not hesitate to contact me if you have any questions in relation to this.

Best regards


Steve
Steve Goddard,
Managing Director

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