



Coronavirus Business Continuity Statement

The situation with the Coronavirus pandemic is changing daily and we are entering a period when the infection will peak and eventually start to recede. As we are all aware, the past few days have been rather worrying with goods shortages and closures, and hopefully the situation will settle to a 'new normality' over the next few weeks and probably months.

Given the potential timescales and the likelihood of further uncertainty and restrictions, we felt it useful to explain how we are approaching the situation at Lumsdon Wood Partnership.

We are following advice both from HM Government and our advisor Citation plc, however this may change as the situation evolves and it will be necessary to follow any new guidance.

Currently the office is open, and all staff are coming in as normal and this will remain the case unless further restrictions are imposed or persons become affected by the pandemic.

In the event that staff become infected or need to isolate, others are generally able to step in and assist when colleagues are absent.

If the office must close, we have the ability to work from home using remote connection and have access to emails and files on our server. This will enable us to maintain a reasonable level of service. We would recommend that email is used as the primary means of communication in this situation and that both the project staff and Directors are copied in on messages so that they can be redirected to other staff if necessary. We will endeavour to send a message to all our regular contacts to inform you if we enter a period of office closure.

As recommended, we are cutting travel and contact with others to essential levels in order to reduce potential for disease transmission. We will continue to visit sites for the purposes of valuation and compliance with other contractual obligations such as partial possessions and completions. Progress and other meetings will be assessed on a project by project basis as to their necessity and who really needs to be involved. We already have the facility for video conferencing and this option will be adopted following discussions with relevant persons.

We are now in exceptionally challenging times where working together is more essential than ever. Continued communication is going to be a key factor and we would ask everyone to keep us informed as much as possible. A separate message has already been sent out to our Contractor colleagues in regard to keeping records where we are managing the project so that we are in the best position to determine appropriate contractual action.

Directors and Staff at Lumsdon Wood Partnership