

## **Statement on business continuity with regards to coronavirus COVID-19**

Faced with this unprecedented situation we are actively participating in the collective fight against the spread of the virus and making every effort to protect our employees, friends, family and clients by strictly following government guidelines:

[Gov.UK](https://www.gov.uk)

[Public Health England \(PHE\)](https://www.gov.uk/government/organisations/public-health-england)

[National Health Service \(NHS\)](https://www.nhs.uk)

### **Homeworking**

We are all working from home and operating as normal to ensure continuity of service. We have full remote access to our servers, data stored on the cloud and all the necessary software we need to access project information and to ensure business continuity. We continue to communicate with each other regularly one-to-one and as a team through use of video conferencing tools such as Skype and Google Hangouts and frequently collaborate via screen sharing.

### **Client Meetings**

We are avoiding all unnecessary face to face meetings due to social distancing advice but remain available for online meetings via the video conferencing facilities we have at home and can be easily reached via telephone at our main number 020 8671 2223 as usual – each option diverts to our mobile phones.

### **Site visits**

We will continue to undertake site inspections, measurements, testing and surveys where it is safe to do so for all parties. This will be dependent on the need for social distancing, travel restrictions and site conditions.

We are mindful that changes to work practices, road and rail traffic volumes and school closures etc may affect environmental noise conditions and we are therefore liaising with industry bodies to ensure we work in accordance with best practice. Further guidance will be provided to all clients in advance on a case by case basis.

We are all practicing social distancing, washing our hands frequently and thoroughly and following advice on how to spot symptoms and self-isolate if necessary.

Gillieron Scott Acoustic Design wish you and your friends and families all the best of health in these uncertain times.