

COVID-19 Policy

This is the statement of general policy and arrangements for: **PR Associates Ltd.**

In light of the Coronavirus epidemic, PR Associates Ltd. want to make you aware of our policy to ensure everyone's health and safety is protected as we join the global movement to contain the escalating situation.

Our duty of care is not only to our Staff but also to our Clients and as we predominantly provide services to the education sector it is very important that we minimise the risk of cross contamination as far as practicable. Our passionate team work hard to provide an excellent level of service and we are introducing several policies and practices for the weeks ahead where we must all work together to keep everyone as safe as possible. The following policies have now been put into place which will be revised as necessary when future government recommendations become available, we will also keep you up to date with any changes that we make:

- PR Associates Ltd. will continue to monitor the advice of Public Health England and the UK government and take steps to ensure that we adhere closely to the latest guidance.
- No visitors are allowed into our premises, our South Office is now closed but our North Office will remain open and staffed by Richard Pill only Tel: 01584 781 249.
- PR Associates Ltd.'s Staff will be working from home and no meetings or site visits are currently permissible.
- Our staff have been briefed on the process to follow should either they or a member of their family show symptoms of the virus.
- We will be using the technology available to ensure projects and schools are supported as required via remote means.
- We will comply with any school health and safety policies at all times and advise contractors, etc. if necessary of appropriate procedures.

The health and wellbeing of our Staff and Clients are top priority and we are confident that the steps we are taking will ensure we can operate as normal as possible.

As always, our team are on hand and will remain available if you have any questions or concerns at all.

We hope that the above reassures you of our best intentions and hopefully by working together through these difficult times we can all stay as safe as possible.

PR Associates
Building Surveyors & Consultants

Signed:



Richard Pill - Director

Date:

24/3/2020