

## STATEMENT ON CORONAVIRUS

**At Medhurst Communications Ltd, we are committed to delivering our services and solutions to the highest possible standard, without putting the health and wellbeing of our staff or our customers at risk. We understand the importance of co-operating with our staff and customers during times of uncertainty to ensure the correct procedures are in place for the safe continuation of business.**

We have a business continuity framework in place which plans for a variety of potential business continuity incidents, including the impact of pandemic illnesses. Although there are a small number of cases of Coronavirus confirmed in the UK, there is no current impact to our teams or the services that we provide.

However, as part of our business continuity framework we are monitoring the development of the Coronavirus outbreak.

### **This includes:**

Monitoring of the advice and guidance issued by the Department of Health and Social Care, Public Health England and the World Health Organisation;

- Monitoring of reported cases and infection rates;
- Monitoring of travel advice for Medhurst staff travelling within or outside of the UK;
- Reducing any non-essential travel;
- Internal monitoring of absence levels in line with typical measures at this time of year;
- Internal communications to provide updates to our staff.

In addition to taking advice from leading public authorities, we are ready to put in place appropriate and precautionary measures should this be necessary.

### **This includes:**

Enactment of part or all of our Business Continuity plans (BCP), which could include movement of work to alternative locations and/or movement of staff to alternative locations for the work to be performed;

- Enactment of our BCP;
- Engagement with our customers and third-party suppliers over their readiness for dealing with a Coronavirus pandemic.

We will continue to watch for new developments as the situation unfolds and adapt our policies accordingly. However, if you have any immediate questions or require any further information, please direct these requests to our HR Team personally or via e-mail to [hr@medhurst-it.com](mailto:hr@medhurst-it.com).