

# Company Policy during COVID-19 Outbreak

4<sup>th</sup> August 2020

## INTRODUCTION:-

healycornelius design ltd. have been closely monitoring the developing COVID-19 Outbreak and are following the recommendations from the Government.

In response, healycornelius design ltd. have implemented additional measures to ensure business continuity, to protect our staff and to provide a "business as usual" experience for our clients with some minor but significant changes for the foreseeable future.

## PRIORITIES:-

1. Aid in the prevention of the spread of COVID-19.
2. Protect our staff, families and clients.
3. Endeavour to ensure business continuity.

## IMPLEMENTATION:-

- The practice is operational however some staff continue to work remotely. Therefore, we ask that you bear with us if work takes a little longer than usual.
- All our staff have access to Skype, Google Hangouts or other virtual applications and all meetings will continue to be conducted remotely unless required otherwise.
- We will maintain site visits and inspections, deploying enhanced precautions to endeavour to eliminate the risk of infection transmission.
- All international work-related travel has been curtailed and where travel is necessary, enhanced precautions in line with Government guidance are in place to prevent the spread of infection. If any staff member experiences symptoms of COVID-19, they are to notify the Directors immediately and follow national guidelines with respect to self-isolation.
- Consultations for prospective new work and on-going projects will either be carried out online or over the telephone where possible and under controlled conditions when site visits are necessary.

As the situation is continually changing, we will update the above policy as required.

Our staff will continue to be contactable by email and phone and will be available to you during the usual business hours.

Should you have any questions, please do not hesitate to contact us at the numbers below or email us at [info@healycornelius.com](mailto:info@healycornelius.com)

Stay safe, adhere to Government advice, and take care of one another.

The Directors  
healycornelius design ltd.



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