



## CHAVEREYS

### **Working through Covid-19 to deliver services to our clients**

Our staff's welfare is our priority and, utilising our existing remote working IT infrastructure, we were able to switch our entire team to effective remote working when lockdown was announced. In line with Government advice, the majority of our staff has been working, and a number continue to work, from home, whilst some are working from our offices or the offices of our clients for business-critical reasons.

#### **The measures we have taken are outlined below:**

- All of our staff are following the government's advice to work from home where possible and are proficient in using virtual conferencing solutions to meet with clients and each other.
- In line with Health and Safety law we have completed a risk assessment for our offices to assess and control any potential risks and ensure our workplace is Covid-secure.
- Prior to re-opening our offices, they were deep-cleaned and bio-fogged and new cleaners were appointed with an upgraded daily cleaning schedule.
- 'Social distancing' and 'Covid 19' signage, floor markings, desk screens, touch-free hand sanitiser stations, additional soap and disposable towel dispensers have been installed and additional equipment has been made available to our staff.
- Our washroom facilities are now single occupancy.
- From early June 2020, our Faversham offices have been open for our staff who have a business or personal need to work in the office. In line with government guidance, social distancing is in place and we operate a rota system for our staff subject to the needs of our practice and clients to ensure that social distancing is possible.
- In consultation with staff, we have undertaken full risk assessments of each of our current working environments and developed plans to manage the risks of Covid-19.
- All non-critical business travel to our clients has been suspended and we have invested in additional video conferencing equipment to facilitate multi-attendee remote meetings.
- We are monitoring, and are ready to follow, further guidance from the Governments and public health organisations across the United Kingdom to protect the health and safety of our people.
- Guidance for visitors to our offices is also available on our website.