

Important update: Coronavirus

In light of the ongoing Coronavirus outbreak, we wanted to reassure you that we are monitoring the ever-changing situation and promise to support you through these challenging times. We are taking the necessary steps to deal with this crisis and to ensure that we can carry on providing the levels of service you expect from us.

From Monday 23 March 2020 we will be implementing our remote working policy, meaning that our offices will be temporarily closed and all staff will be working from home.

During this time we will be asking clients and contacts to consider using different methods of communication, such as telephone, conference calls, Facetime, Skype etc. as an alternative to face to face meetings to limit social interaction where possible. In addition to this please send electronic or scanned copies of documents via email and not hard copies. This will enable us to continue to remain open for business, deliver the levels of service you have come to expect and operate in an effective and secure manner.

We have already tested our systems and procedures to allow our staff to work from home. We have every faith in our procedures and robust business continuity policies - and we know they are fit for purpose. Our priority remains with our people and the safety of our clients and colleagues is paramount.

We will continue to monitor the guidance from both the Government and the World Health Organisation and we will endeavor to keep you updated with any changes.

We recognise that during these challenging times, our clients will rely on us to guide them through some of the questions, processes and procedures that they have and we are here to help.

Our revised working initiatives will allow us to continue to provide a professional and supportive service during this period.

A reminder that we are always available and here to help and support you, so please do call us or email in the usual way.

Stay safe and well and do keep checking our [website](#) for regular updates.

Chris Millar, Senior Partner and all at Downs

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