



## **CRADICK RETAIL LLP – COVID-19 & BUSINESS CONTINUITY UPDATE**

Our continued priority remains the health of our colleagues and their families, clients and contacts.

In accordance with the latest guidelines, our managing partners have advised all staff to work from home when possible.

If staff are working from home, they remain contactable and are able to access information they would routinely have been able to, either in the office or whilst working remotely. We have found that whilst working from home we have been able to maintain our current level of service with little or no noticeable effect to our clients or contacts. Our software allows us to video or telephone conference, and we can communicate internally via our various messaging systems and as such we continue to discourage visits to the office but if you have to, please do so by appointment if you need to see a particular team member.

When visiting the office in accordance with government guidelines, please ensure you wear a face covering. Our staff will maintain social distancing at all times and please make use of our hand sanitisers. Do not visit the office if you exhibit a high temperature, a new continuous cough or loss or change to your sense of smell or taste or have tested positive.

Should you have any questions, do not hesitate to contact any of our staff on their normal numbers.