

## **COVID19 (CORONAVIRUS) POLICY**

We take the health, safety and wellbeing of our staff and clients extremely seriously. In the interests of safe working practises we have the implemented the following:

### **Working Remotely**

To minimise the risk of our staff members contracting Covid19 we shall be working in isolation. We have systems in place that allow us to continue to effectively manage your marketing and projects away from the office and to effectively communicate with each other and our clients. This will ensure that there is zero downtime and that the work we carry out for you, and services that we provide is not disrupted.

### **Continuity of Care**

In the case of either of us contracting the virus, we shall be self-quarantining and seeking the correct medical advice and treatment. We are trained in each other's roles and this will allow us to keep the high levels of service we provide at the same standards so that your marketing is not affected.

### **Risks Associated With Travel**

None of our staff members has travelled overseas in the last 90 days. Any plans for future travel have been put on hold to ensure the risks of contracting the virus are minimised.

### **Social Distancing**

We are practising safe social distancing and are not attending social events and gatherings that may put us at risk. We are following safe human contact procedures where practicable.

### **Hygiene Best Practises**

We are following safe hygiene practises as suggested by the World Health Organisation (WHO). Information on what these practises entail can be found on the WHO's website at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

### **Questions**

Should you have any questions relating to our Covid 19 policy, please do not hesitate to contact us using the details below:

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