

## **CLIENT COMMUNICATION - COVID-19 UPDATE** 24th March 2020

Following on from the Government announcement yesterday evening, as a responsible firm, the health, safety and wellbeing of our clients, their employees, our employees, our business contacts and all their families has to take the highest priority and so we have taken the decision to temporarily close our office with immediate effect today, 24<sup>th</sup> March 2020.

We remain open for business and to ensure we can support our clients and maintain our usual high standard of service during these unprecedented times, we shall be switching to telephone, e-mail, client portal or cloud-based services. This switch will also allow us to maintain services to clients whilst team members stay safe and work from home.

With this in mind

- Please feel free to contact us as normal, we continue to be available by phone or email
- You can reach reception on 01253 293116
- For general information about our services and updates in respect of the COVID-19 measures for UK businesses, please visit our website at [www.hbsgroup.co.uk](http://www.hbsgroup.co.uk)

Please also refer to the latest information and guidance regarding Coronavirus supplied by both [www.gov.uk](http://www.gov.uk) and [www.nhs.uk](http://www.nhs.uk).

We hope that you understand the precautions we are undertaking are to keep our staff and our clients safe and healthy. The above changes will be kept under constant review and will update you on further developments.

We would like to take this opportunity to wish you well and should you have any queries, please don't hesitate to contact us.

Kind regards

**Horne Brooke Shenton Partners and Team**