

# Southdowns Business Continuity Plan: Coronavirus (COVID-19)

26th March 2020

**Following current Government advice to stay at home, protect the NHS and save lives our employees are working from home under a remote working policy as detailed below. Travel to, and attendance at, work is only permitted where it is not possible to do this from home.**

## **Our Commitment**

Our primary consideration is staff wellbeing and the protection of other people that we come into contact with through our business activities either directly or indirectly. We are committed to protecting the livelihood of our staff and all stakeholders, including clients, suppliers and our fellow professionals, and to minimising the effects of this pandemic on the public at large and the national economy.

Nevertheless, we are pleased to confirm that our staff are available for business as usual and that we have plans in place to continue to do so, as we have a fully connected and collaborative team of professionals and associates that are working seamlessly to deliver the services that we provide both remotely and in the field (where it is safe, and permitted by HMG, to do so).

## **Office Opening Hours**

Our main office in Lewes remains open during weekday office hours between 09:00-13:00 hrs and 14:00-17:30 hrs and we will continue to respond to enquiries addressed to [enquiries@southdowns.eu.com](mailto:enquiries@southdowns.eu.com) as usual.

## **Remote Working**

All staff, with the exception of a necessary skeleton attendance at our Lewes office, are now working from home using secured cloud-based systems and are fully connected using MS Teams, Skype and other collaborative platforms.

## **Video Conferencing and Conference Calls**

All employees, clients and contractors will hold video conference calls instead of face-to-face meetings in all instances under current HMG guidance.

## **Office Visitors**

Essential visits to our offices are by prior appointment only and all visitors will be required to adopt extra hygiene precautions and to confirm that they are following all contemporary HMG guidance before they are admitted to our premises.

## **Workload Management**

Workloads will be managed in the event of illness and other members of our project teams are available to step in when called upon to do so. Our standard approach to the delivery of projects is based on the avoidance of over-reliance on single individuals and the *peace-time* principals of business resilience practices and processes which have been established to



meet the requirements of our certification under ISO 9001:215 for the delivery of environmental consultancy and services (including monitoring) across all industry sectors.

### **Field Visits**

Our field consultants, engineers and technicians remain available to conduct site surveys and installations, as well as to calibrate and maintain environmental monitoring equipment on a site-by-site basis, subject to the completion of company RAMs that have been adopted to cover the extraordinary conditions under which we are currently operating.

### ***Updates***

Spread of the Coronavirus (COVID-19) and its management are evolving and we are committed to conducting our business in accordance with the latest and best available advice set out by our clients, in our corporate policies and on the HMG web-site, as well as the advice provided in other relevant national and local policy documents. Changes to the details of this continuity plan will be communicated on our web site and other social media outlets.

### **Regards**

**Southdowns Environmental Consultants Ltd**