

BUSINESS CONTINUITY PLAN: COVID-19

A MESSAGE FROM MANAGING DIRECTOR, SALIK OSMAN

We want to assure you that The Skillcrown Group are mindful of the global COVID-19 pandemic and our main priority is to keep our clients, staff and communities safe. We appreciate your understanding as we navigate this uncertain time.

Please be assured that we are closely monitoring daily developments and taking increased precautions by reinforcing the proper guidelines put in place by the World Health Organisation, Public Health England, UK Government and local public health authorities.

With that in mind, as a responsible employer we are introducing the following simple measures so that we are well placed to continue to deliver the best possible service in these circumstances:

Office

Our Head Office has been separated where some of our staff will now be working from a satellite office.

Remote Working

Where practical, we are allowing staff to work from home and have equipped those whose position allows this with the appropriate IT facilities.

Meetings

All non-critical meetings have been cancelled, postponed or rescheduled until such time as the situation improves. Any urgent meetings are to be held remotely and we are encouraging both telephone and video conferencing.

Welfare and Hygiene

We have supplied more than double the amount of hand-washing and sanitising products which are normally available in our offices and site locations and are constantly reminding our own staff via emails of the developing government guidance.

Public Transport

We have advised all staff to avoid public transport, unless absolutely necessary.

Self-Isolating

We have advised all our staff to self-isolate in accordance with government guidelines in the event that they or someone they live with/have been in close contact with, have any of the symptoms as detailed in the government guidance.

External Cases

We are asking anyone who thinks they have been at risk of contracting the virus that has been in direct contact with our staff to inform us immediately, so we can then take the necessary precautions.

If you have any questions, please do not hesitate to contact us by phone on 020 8462 3030 or by email at info@skillcrown.co.uk.