



AFP PROCEDURE FOLLOWING COVID-19

New procedure at AFP

Every day the coronavirus brings about new developments and our thoughts go out to those impacted. The wellbeing of our staff, clients, and all those that live and work in the buildings that we manage is of paramount importance, this procedure will outline steps that Alexander Faulkner Partnership are taking to protect where we can.

Steps we've already put in place to protect our colleagues and maintain our service include:

- Enabling remote working for our teams where possible
- Ensuring that we are enacting social distancing across our sites and in offices
- Increasing the frequency of our cleaning across all our offices and have instigated additional cleaning regimes across all our schemes
- Holding daily video conference calls with our senior leadership teams to monitor and adapt to the situation.

Office activity

- Our Fareham offices are now closed till Monday 30th March. We have adopted a remote working arrangement, although all administrative activity will still take place, as normal.
- Our preferred communication is to be via email please. If your query is for your Property Manager and you know their mobile number, please call this number before trying our landlines

RMC client meetings - these have been cancelled with immediate effect, we will offer to reschedule for a later date or if the meeting can be arranged over the conference/video call then we can facilitate this.

AGM – AGM's are cancelled and will be held later in the year.

Other client meetings – unless these are of an emergency basis these will not take place. The decision to attend will need to be agreed by the individual personnel from AFP and their line manager.

Site inspections – these have been cancelled with immediate effect, and AFP will only attend site in the event of an emergency.

WE ARE COMMITTED TO ENSURING OUR CLIENTS ARE SUPPORTED AND BUILDINGS REMAIN SAFE FOR ALL OCCUPANTS DURING THESE DIFFICULT TIMES. IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES PLEASE DO NOT HESITATE TO RESPOND TO THIS COMMUNICATION ACCORDINGLY.