



# PANDEMIC POLICY – COVID-19

Inspired Property Management Limited

For Leaseholder Information

## PANDEMIC POLICY – COVID-19

As COVID-19 (coronavirus) continues to impact people and organisations globally, we would like to update you on the further steps that Inspired Property Management is taking to ensure business continuity for our clients.

We will be taking the following measures to ensure business continuity and availability for our clients, leaseholders, and staff:

- All non-critical business travel for all IPM staff to be suspended with immediate effect, this includes all site inspections, on site meetings, AGMs, and other reasons to attend to a development,
- All employees to leverage technology to conduct meetings virtually where possible, limiting the number of external visitors to our office locations,
- All employees to cease movements from office to office i.e. London to Doncaster etc.
- No meetings to be held at our office with immediate effect, no Clients, Contractors or other persons to be invited to our office,
- All employees to limit the use of public transport where at all possible,
- Extended work from home policies for employees to be reviewed and implemented on a need to basis.

We have advised all staff who might have had direct contact with someone with a confirmed case or are suffering from the symptoms as detailed on the World health organisation website, NHS website or Gov.org website, you must advise Inspired Property Management who will give directions with regard to self-isolation and working from home requirements.

Inspired Property Management is taking the necessary steps to ensure that our business services remain uninterrupted during this time, regardless of whether our staff are working in an IPM office or remotely. We are equipped to provide the high-quality service you have come to expect from us, and our support teams will remain available to users for the duration.

We will continue to communicate with our residents through email, phone calls and via the tenant portal and we are sourcing offsite printing facilities.

As the situation on COVID-19 is still evolving and further government measures have yet to be confirmed, we will continue to monitor the information provided.

Thank you for your understanding in advance.