



## **Poppleton & Appleby COVID19 - Business Continuity Plan**

The financial impact of the Coronavirus is being felt by a wide spectrum of business. That impact looks like it will be swift and severe for many businesses.

We are therefore taking steps to ensure that we continue to provide you and your clients with the specialist help and knowledge needed in these very uncertain times.

We also have to protect the health of our own team and their families which will mean some temporary changes to the way we deliver our services until the worst of the Coronavirus impact has passed.

We do however want to assure you and your clients that we are available and can be contacted immediately if you need us.

***We understand that everyone will want to protect their own health and in particular, reduce the need for physical meetings and contact with people in line with Government guidance. Where possible we will deal with client matters by way of telephone and conference calls, Skype meetings and emails. If however a physical meeting is still required, we will make safe and suitable arrangements***

- **Contact Details – New Enquiries, Help and Advice**

*Our Partners, Andy Turpin and Matt Hardy together with our Senior Managers, will be contactable at all times on mobile numbers and by email to help with new enquiries. Please look at the “our Team” section of our website <https://www.poppletonandappleby.co.uk/team/> where we have provided our direct contact details.*

*Our main office number 0121 200 2962 will also be staffed throughout.*

- **Office Arrangements and Ongoing Cases**

In order to protect our own staff, we will be minimising the number of staff in the office at any one time. Our team is however contactable in the following ways:

- Telephone - Contact us on the main office number 0121 200 2962 and we will transfer your call or arrange for a member of our team to call you back

- Email – the email address [info@poppletonandappleby.co.uk](mailto:info@poppletonandappleby.co.uk) will be monitored and your email will be forwarded to an appropriate member of our team
- If you already know which team member you want to contact, please continue to use the email address and contact number if you already have them. A list of our team members and contact details can be found at <https://www.poppletonandappleby.co.uk/team/> if you require contact details
- We can arrange conference calls involving several members of staff and can also arrange video conference calls via Skype and similar services.

We hope all clients and the wider community are able to keep themselves safe and well. If you would like to talk to a member of our team about the impact of coronavirus please do not hesitate to get in touch on 0121 200 2962 or [info@poppletonandappleby.co.uk](mailto:info@poppletonandappleby.co.uk)

**For further help and advice please contact us :-**

**Poppleton & Appleby**

**30 St. Paul's Square, Birmingham, B3 1QZ**

**[www.poppletonandappleby.co.uk](http://www.poppletonandappleby.co.uk)**

**Tel : 0121 200 2962 or email [info@poppletonandappleby.co.uk](mailto:info@poppletonandappleby.co.uk)**

