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To All Staff, Employees and Subcontractors

11 March 2020

We refer to the situation with the Corona Virus and issue this bulletin. The UK and other countries are experiencing a further spread of the CD-19 Corona virus. Public Health England are studying developments and regularly updating the country with status reports and containment measures.

Our clear position is that Telling Architectural will follow the advice from the authorities at all times. At the same time, we encourage all our employees and partners to maintain awareness of the situation and follow developments. Among other things please note that travel advice can change quickly and you risk there being a PHE mandatory quarantine.

It is important that all journeys, external and internal meetings must be carefully considered. If business travel is not considered strictly necessary alternatives in the form of conference calls and video conferencing should be considered. In general, both business travel and private travel should be assessed against the risk, and the danger of being quarantined - either as an individual or as a group.

From tonight Telling Architectural is cancelling all internal courses, events or major meetings and all who have the facility to work remotely are encouraged to take PCs and chargers home from work.

The directors of Telling will not make health-related assessments but will refer to the authorities' advice. It is expected that all employees and partners will refer to these and contribute by showing the common sense, vigilance, personal hygiene recommendations and responsibility that the authorities now encourage.

Telling Architectural has employees from several countries. We need to collect information about which airports you intend to travel to and from so that this can be monitored with immediate effect. The

consequences for infected third parties and our company can be huge. The undersigned, Amanda Durney and Izabela Brzezinska are available by phone 01902 797700 and email.

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Reporting responsibilities may change but we must request that we receive daily confirmation that none of our staff, employees or subcontractors are affected in any way.

For your information, we have one staff member who is currently in quarantine and awaiting tests.

Best Regards

Mike Wood

Director

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