



# STERLING PARTNERS

CHARTERED ACCOUNTANTS | CHARTERED TAX ADVISERS

---

**Re: STERLING PARTNERS NOTICE 1 – 18.03.2020**

*The way we work as from 18<sup>th</sup> March 2020 until further notice*

**Dear esteemed clients, partners, associates, suppliers, staff and contractors (“You”)**

In light of the pandemic of coronavirus that is affecting the world, Sterling Partners has now taken measures to inform you how we have decided to carry on working with you to deliver our services.

At Sterling Partners, we are committed to the health and safety of You. We are taking guidance from the government, NHS, local and professional bodies, HMRC, Companies House etc.

The guidance is, as you may be aware, changing daily and as a result we are all having to adapt and take measures accordingly to fit in line with what the government advise.

At the moment we are implementing new working rules which we hope you can understand, and they are as follows:

1. We are asking clients when arranging any face to face appointments if they have been unwell recently with a cough/fever or if they have been to any countries that the virus has been prevalent.
2. We will not be shaking hands, just a happy greeting.
3. Regular washing of hands and work surfaces.
4. We will be keeping a safe distance in confined spaces.
5. Face to face meetings may need to be cancelled due to new government guidelines in the future.
6. We ask You to be mindful of the situation that we are all in.
7. We have adopted Home Working approach for our staff, but our offices are operational for now and your telephone calls and emails will be answered as usual. We are reachable at all times on our emails. Always check with us first via email if you wish to come to our offices.
8. We are here to help You and your business to go through this predicament mitigating the risks and hope you will do your part in this too.

In a situation like this, we hope that everyone can be understanding and hopefully we can overcome this potential period of disruption with everyone’s co-operation and support.



We would like to refer you to the following websites for their advice:

- 1) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- 2) <https://www.hse.gov.uk/news/coronavirus.htm>
- 3) <https://www.nhs.uk/conditions/coronavirus-covid-19/>

If you have any concerns, the Sterling Partners team are happy to discuss further on

+44 (0) 161 446 2112 (Manchester office) and on

+44 (0) 20 7226 9446 (London office).

Alternatively, you can also reach us by emailing your usual contact person or using our general email address at [info@sterlingpartners.co.uk](mailto:info@sterlingpartners.co.uk).

We will update our notices as and when necessary.

*Kindest Regards*

*Sterling Partners*

P.s. Follow us on our social media too via our website at [www.sterlingpartners.co.uk](http://www.sterlingpartners.co.uk).

The website of the World Health Organisation can be accessed on <https://www.who.int/>. You can access the interactive dashboard and map of the global situation of the pandemic.

**BE INFORMED, KEEP SAFE AND STAY POSITIVE**