

20<sup>th</sup> March 2020

**An update on the procedures we have taken to protect health and safety in our workplace and to ensure continued service as a result of the Coronavirus (COVID-19) outbreak and contact details**

We wanted to email you personally to assure you that, whatever happens, BMK Accounting Limited has a contingency plan in place that will allow us to continue to support our clients by maintaining our high levels of service.

Our staff members have the means to work remotely, accessing our systems where appropriate. Should we have to move operations to 'remote working', our telephone lines will stay open and you will be able to get in touch with any member of our team. At BMK Accounting Limited, we take the health and safety of our employees, clients, suppliers, other business contacts and dependents very seriously. Since the recent outbreak of the Coronavirus disease (COVID-19) in Northern Ireland, we have put in place a series of preventative measures and recommendations specifically designed to protect our clients, contacts and employees and to ensure the continued provision of our services.

We have no reports of COVID-19 in our office and all employees are required to report if they are experiencing any of the COVID-19 symptoms. We are closely monitoring the global outbreak, the latest NHS, Government and World Health Organisation guidance, and the spread of COVID-19 on Northern Ireland and beyond.

We have a functional plan in place to deal with a worsening situation, or in the event of a reported case in our own workplace. This includes a commitment to service continuity for all our clients.

Some of the measures we have taken include:

- **Business continuity** - Our employees have the ability to work remotely and securely from home (and all the required infrastructure and connectivity to our systems have *been* established and tested).
- **Business travel** - We have suspended non-essential business travel for our employees and prohibited business travel to any affected areas. We have requested that our people exercise extra vigilance when attending events, conferences and meetings and have encouraged use of our digital formats such as conference or video calls for meetings generally.
- **On-premises meetings** - We would kindly ask that all non-essential visits to our offices are limited and instead that meetings are conducted by conference or video calls rather than face-to-face.

- **Internal meetings** - We have asked our employees to conduct internal meetings, via conference or video calls rather than face-to-face, where possible.
- **Best practice health measures** - We have provided specific recommendations and guidance to our employees and contractors on how to avoid the spread of the virus.
- **Scenario planning** - We have set up internal protocols to deal with various scenarios where the health of BMK Accounting Limited employees may be affected.

We will continue to monitor the situation as matters progress and we will be following the latest advice from government and health professionals. Your cooperation and understanding is appreciated during this time. Despite the uncertainty, you may be assured we will be doing everything we can to support our employees and our clients, with the least possible interruption to normal service levels.

We also appreciate this is likely to be a difficult time for all businesses. If we can assist you in this time of uncertainty, please do not hesitate to get in touch.

As many of our staff are currently working remotely, we would encourage clients to telephone the office number (02890 381755) in the first instance and you will be passed on to the person whom you are seeking. This landline is manned during normal working hours ie 9:00am to 1:00pm and 2:00pm to 5:15pm, Monday to Friday. Unfortunately, we are unable to provide a voicemail option at this time so, if the landline is engaged then you may wish to contact any of our managers and staff by email. Their email addresses are:

[brian.mckee@bmkca.com](mailto:brian.mckee@bmkca.com)

[jim.lyttle@bmkca.com](mailto:jim.lyttle@bmkca.com)

[niall.mccourt@bmkca.com](mailto:niall.mccourt@bmkca.com)

[brigid.beggan@bmkca.com](mailto:brigid.beggan@bmkca.com)

[lisa.braniff@bmkca.com](mailto:lisa.braniff@bmkca.com)

[jane.mcateer@bmkca.com](mailto:jane.mcateer@bmkca.com)

[melissa.osborough@bmkca.com](mailto:melissa.osborough@bmkca.com)

[lauren.galway@bmkca.com](mailto:lauren.galway@bmkca.com)

[claire.lyttle@bmkca.com](mailto:claire.lyttle@bmkca.com)

You may, of course, wish to speak to me directly and, if that is the case, then please feel free to contact me on 07764 181672.

Yours sincerely

*Brian*

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**Brian McKee**

**Partner**

**BMK Accounting Limited**