
Health Matters



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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.

At van Dijk Architects, we take the health and safety of our employees, clients, suppliers and other business contacts very seriously. Since the recent outbreak of the Coronavirus disease (COVID-19) in Ireland and 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 also been helping many of our clients to plan effectively and take the necessary precautions to prevent the spread of the COVID-19 illness.

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 HSE, NHS, Government and World Health Organisation guidance, and the spread of COVID-19 on the island of Ireland.

As you would expect, we have a rigorous 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 suspended conferences, face-to-face meetings and non-essential site visits and requested that our people exercise extra vigilance when attending any events. We 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, particularly across our offices, 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 van Dijk Architects employees may be affected.

Currently, our two office remains fully operational. As of Monday, 16th March, all of our employees will be working remotely but are able to be contacted by email. If you do not have the email you require please contact the office and this will be provided.

Our main objectives are to get through this period alongside our clients as best we can, to support our people, and to continue to provide our clients with exceptional support and our unparalleled advisory services.

Yours sincerely

Jan van Dijk

**Managing Director
van Dijk Architects**
