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**Adkins Property Group takes your well-being seriously. We have assessed what we can do to reassure you that we are taking the current coronavirus issue seriously to minimise the risk to you and our team. Should the government increase control and that impacts on our ability to perform for a period we have the following measures in place:**

1. None of the Adkins Team have returned from an overseas location where the virus has become widespread, nor, to the best of our knowledge have any of the team had close contact with any person showing symptoms of Coronavirus.
2. Any member of staff showing signs of possible symptoms will be asked to stay at home for a period of 14 days or until they are given a clean bill of health by a member of the NHS.
3. We will restrict viewings for elderly clients or clients with known pre-existing medical conditions to video or virtual tour only, to be carried out by a designated member of the Adkins team. Please advise a member of the team if we need to do this for you, you do not need to disclose or discuss your reasons. This service is available for all client's sales and rental.
4. Should a lock down be put in place; all members of our team will be able to effectively work from home with access the Adkins secure cloud-based systems and digital phone systems under our 'work from home policy'. This is already an integral part of our business; it will enable continuation of contact and the ability to progress sales which are proceeding to the best of our ability.
6. We have been provided with hand sanitiser and antiseptic wipes to ensure that staff continue to keep their hands clean and less prone to infection.
7. In the event of lockdown all viewing requests that wish to arrange a physical visit as a result of positively viewing the video or tour will be arranged with your approval once it is clear to do so.
8. Our unique call/enquiry management systems will be maintained to ensure we continue to work as effectively as possible to minimise any potential disruption to the marketing of our clients' properties.

If you have any concerns, please contact us directly or visit the NHS coronavirus advice website: <https://www.nhs.uk/conditions/coronavirus-covid19/>

**Cirencester Office Park – Unit 9 – Tetbury Road – Cirencester – GL7 6JJ**

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