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# PREISKEL & CO

## COVID-19 Update

Dear Clients and Colleagues,

We wanted to update you on our current position in light of the spread of the COVID-19 coronavirus, and public health efforts to contain it.

Our priority is to keep our staff and clients safe. We are also determined to continue to deliver an excellent service to our clients, and have put in place measures to ensure this. These are outlined below.

### Protecting Our Clients and Staff

Our priority is to ensure that our staff and clients are kept safe in these uncertain times. To this end, we will be monitoring all government and health organization guidance related to COVID-19.

Our policy is that all meetings must take place via conference or video call. Our offices will not be open for physical meetings until further notice.

### Remote-Working Reassurance

Where possible, our staff are working from home. We have put in place IT safeguards to ensure this is done securely via remote access to our systems.

We request that, where possible, our clients communicate with us by telephone or email, rather than post. This will enable us to respond faster. We do currently have a skeleton staff in the office who will deal with post, but there may be a delay. Moreover, we cannot guarantee that further restrictions will not prevent the presence of any staff at all in the office.

We also request that any payments made to us are done by electronic transfer, rather than cheque, which will be faster (and safer) to process during these times.

If you have any concerns or queries about how the COVID-19 outbreak may affect your business, please do not hesitate to get in touch with [rpreiskel@preiskel.com](mailto:rpreiskel@preiskel.com)

On behalf of all at Preiskel & Co we wish you the best and hope that you and your loved ones are keeping safe at this time.

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