



20th March 2020

COVID-19 Business Continuity Update

Following on from our previous communication, with regards to the situation with Coronavirus and the contingency plans we were putting in place to meet our clients' needs, we wanted to write to give you a further update.

Guidance provided by the UK Government means we now have most of our staff working from home; the health and safety of our colleagues and clients is still our top priority. This will also give our employees the flexibility to meet any family commitments, which will undoubtedly arise as a result of the actions the UK Government needs to implement in their fight to manage this virus outbreak. DGS has taken every step to provide each member of staff with the means to work efficiently from home, allowing us to continue to provide you with the level of service you have come to expect.

Whilst we will not be attending meetings in person until further notice, we want to reassure you that we will still be available to you by phone, email and video conferencing. Our offices are, for now, running on a skeleton staff and this will continue until we receive further guidance from the UK Department of Health and Social Care.

DGS is still very committed to supporting our clients during this difficult time.

A handwritten signature in black ink, appearing to read 'S Piacenti'.

Stephen Piacenti – Director

A handwritten signature in black ink, appearing to read 'D Walker'.

Douglas Walker - Director