



16th March 2020

Dear Colleague

This is a short update on my recent note regarding Covid-19, you will be very aware of the speed of change regarding this virus and its impact to global health.

We have a task force who are working hard to ensure that we are prepared as best we are able for the impact of this virus, and I wanted to share with you some of what we are doing to support you and our services at this time.

We continue to work closely across our divisions to plan for several scenarios. All of our planning and advice is following the latest national guidance from public health, Local Authorities and NHS Authorities. That guidance will be monitored daily and should there be any change impacting on our services, you will be informed.

Our highest priority for the CareTech Group is the health and safety of those in our care and you our employees.

We have implemented a dynamic risk assessment tool that allows us to monitor our services and direct support and help if required. All our services and offices have a Business Continuity Plan to ensure we can plan for the various scenarios that Covid-19 may well bring.

We are in the process of completing a CareTech microsite to host and share key information specifically on Covid-19, this can be found at <http://covid19.caretech-uk.com/> . This contains a variety of Q&A's and links to key information. Please take the time to read and digest this key information.

We have setup a dedicated email address covid19@caretech-uk.com that will be monitored and will support any ongoing questions you may have. Also for emergencies we have a dedicated phone number that will allow us to gain a swift response to urgent matters – 0161 507 3555.

It is important that we are all continue to be pro-active and vigilant at this time in helping keep not only ourselves, but also colleagues, our families and everyone in our services safe. If you have any concerns regarding Covid-19 and its impact on your job, please speak to your manager in the first instance or your HR Business Partner. Please do listen to guidance and information from Government and Public Health and avoid myths and rumours.

Thank you for your commitment to every individual using our services.

Keep safe.

With Kind Regards

Haroon Sheikh

Extraordinary days every day