

Memo to staff – Covid – 19 Temporary Closure

We understand how worrying the current situation is for everyone, coming to work, ensuring you are all staying safe and trying to maintain distance is difficult, we appreciate that you are all doing what you can during these uncertain times.

The health and safety of all employees is the utmost priority, as well as the welfare of our extended families. After reviewing the current advice and direction from Government, we will cease all construction operations with effect Tuesday 24th March. All sites and tools should be secured as directed by your managers.

As you will understand, the Company does undertake some work which is regarded as critical. In these circumstances we will be discussing the operational needs with those who are deemed to be involved in this work, whereby alternative arrangements will be made.

I am sure you will all be worried, as we are, ensuring that we keep as many people employed at this time and ensuring that the bills are paid.

To avoid any immediate reactions that might cause severe detriment to the business or the majority of employees, the government have offered a scheme to ensure that employees, where possible, do not necessarily need to be made redundant as a result of this current situation.

Coronavirus Job Retention Scheme

We have been advised that UK employers will be able to access support to continue paying part of their employees' wages for those employees that would otherwise have been laid off during this Coronavirus crisis. Employers will be able to claim 80% of wage costs for such 'furloughed' employees, up to a maximum of £2,500 per month (gross earnings), in an unprecedented Coronavirus Job Retention Scheme to be administered by HMRC.

There are many unanswered questions in relation to the Coronavirus Job Retention Scheme at this time such as the requirement for National Insurance and PAYE contributions, the legal definition of a furloughed worker. We will seek to provide clarity on such matters to all employees as soon as additional details are released.

Everyone will be spoken to, or will receive letters over the coming days regarding this and the detail of a status change to a "furloughed worker"

We as the employer will pay the 100% of your wages and in turn, we will hope to be able to claim what we can back at some point from the government, to ensure we can keep as many people as possible employed at this time.

The Government have also issued advice that you may also be able to get a mortgage holiday from your provider and other financial support at this difficult time. Any mortgage holiday will have to be arranged by you, directly with your lender.

This is only our initial understanding especially as this current situation is moving so fast and the detail is very limited at this time. There are daily update and there are obviously no long-term guarantees. However, the current promise from the UK Government is a very significant measure, to protect us all and unprecedented in modern times.

Please note that if we have your email address this will be the preferred method of communication at this time to limit the volume of post through Royal Mail.

We will keep you updated regularly however, please don't hesitate to contact any of the managers with your questions, the office will be shut for the same period.

Please don't hesitate to get in touch with anything that is worrying you and we will do what we can to assist.

Please keep you and your loved ones safe and healthy.

Best Regards



Robert Marshall

Chairman