

## COVID-19 – Update

In line with the latest Scottish and UK Government guidance as of Monday 16<sup>th</sup> August, we are now in the process of organizing a phased and gradual return to our office spaces.

Our staff have all been working very effectively at home since March 2020 however we are now at a point where many now wish to return to office based working, for at least part of the working week, to better facilitate interaction with colleagues as well as for personal health and wellbeing considerations. The majority of our staff will be following a hybrid working model, working part of the week in the office and the rest of the time at home.

Only a core of our staff will be permanently based in the office. When in the office, staff will initially be working strictly within their sector groupings so as to minimize contact. COVID-19 protocols for safe social distancing and appropriate hand hygiene measures have also been implemented across all our offices in line with published guidance and will be kept under review.

At this time we are still discouraging face to face meetings with visitors in the office, unless absolutely essential. All staff working from home will still have access to Microsoft Teams software ensuring a full range of collaborative working capabilities.

- All staff have been advised to ensure they are familiar with the Government and NHS guidelines and follow their guidance should they show any symptoms.
- Staff are also being provided with access to advice and support on health and wellbeing during this period.
- Essential site visits can still be facilitated to construction sites that are allowed to operate. These may include site visits for inspection of ongoing work, for survey purposes or as requested by a Client. However, virtual site meetings and inspections should be encouraged as much as possible. We have a site inspection policy and guidelines in place to which all employees should adhere to.

Clients are advised to contact staff by e-mail in the first instance. All staff e-mail addresses are located on our website at: -

<http://www.oberlanders.co.uk/practice/people>

We hope this provides reassurance in relation to the steps we are taking to maintain the levels of service for all our clients and we will continue to update you as soon as any changes happen. If you have any queries or concerns please contact our Practice Manager, Holly Small by e-mail: [holly@oberlanders.co.uk](mailto:holly@oberlanders.co.uk)

If it is urgent our main office numbers are still active and calls will be received or please leave a voicemail and someone will get back to you as soon as possible.

Edinburgh/Galashiels: 0131 225 9070

Oxford: 01235 854 078

Ardgay: 01863 766 190

Oberlanders Architects LLP  
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