



## **\*\* Coronavirus (COVID-19) Business Continuity Statement \*\***

**In these uncertain times, I wanted to contact you about what we are doing here at RG Law.**

### **What we are doing to prepare and ensure continuity**

As responsible employers and business owners, we are committed to taking reasonable precautions within our control to help prevent the spread of Coronavirus while maintaining full business services.

To ensure business continuity in all scenarios, we are taking the following specific actions:

- Where possible, we will be performing client meetings "online" rather than face-to-face
- We will be avoiding any physical contact, such as handshakes in any meetings that continue on a face-to-face basis
- We are following all government guidelines with respect to international travel
- Regular cleaning of all our offices
- Colleagues returning from travel, either business or personal, from a high-risk area are being asked to work from home for 14 days irrespective of symptoms
- Staff are being asked to self-isolate for 14 days when either themselves or a close family member presents any symptoms
- Members of staff with children or other are fully equipped for home working in the event of school closures. Please note that none of your confidential information will leave our offices or our secure servers.
- We are also working closely with our supply chain to ensure that they have equivalent plans in place, with clear visibility of any potential impacts

Whilst we are confident, as a firm with two separate offices, disruption to our service should be minimised there may be times unfortunately when we may not be able to achieve certain SLA's which we would normally be able to achieve. We would like to thank you for your understanding during this difficult period and to take this opportunity to apologise if you are in some way affected by our service in the future.

Due to the Coronavirus our Charter will be VOID whilst the Coronavirus situation remains evident in the UK.

### **A brief note on the legal implications**

There are special legal considerations for clients who are entering into contracts for the sale and purchase of properties.

Once you have exchanged contracts, you are contractually bound to complete on your sale/purchase on the agreed completion date. If you are unable to complete on time, whatever the reason, including Coronavirus, you will be in breach of contract. The implications of this can range from payment of interest under the contract for a late completion, or potentially the loss of the 10% deposit (for buyers), and other reasonable costs which might flow from the breach of contract.

At present it is not a viable option to insert clauses into sale/purchase contracts to cover the Coronavirus. However, that situation may change and we will keep you advised of any sensible options as they become available.

We are hopeful that solicitors, banks, lenders and removal companies will be very much 'business as usual', and if there are problems, that parties will work together and take a pragmatic approach to ensure that transactions complete as quickly as possible. However, we must be alert to the possibility that we could reach a time where there are delays, for example in lenders releasing mortgage funds, other parties' solicitors not being fully operational or removal companies being short staffed or having access issues. With co-operation, there are ways in which these issues can be resolved. However, we would encourage you to check with all of those involved in your conveyancing transaction prior to exchange of contracts, consider the length of time that you need between exchange and completion, and think about arrangements you could make should you or a member of your family need to self-isolate during the moving period.

As present we anticipate that transactions will proceed as normal and there is no reason to be unduly concerned or change any plans, but we wanted to highlight this to you, and reassure you that we have given consideration to the current situation, have plans in place and will continue to monitor developments.

I hope that this is helpful to you but if you have any queries or concerns, please do speak to your Case Manager.