

Business continuity: coronavirus (COVID-19)

March 2020

Deans Court Chambers would like to take this opportunity to inform you of our business continuity and safeguarding procedures and how we will continue to operate as a result of COVID-19 coronavirus outbreak. Outlined within this plan are instructions for all members and staff on how they must conduct day to day business to reduce the potential spread of any virus and to be able to continue providing services and support to our Clients. This includes:

- The attendance of Deans Court members and staff at events;
- Rescheduling and cancellation of non-essential visits (such as mini pupillages, face to face meetings;)
- Only accepting scanned copies of briefs and papers;
- Hosting conferences via telephone or via weblinks where possible;
- Cancellation of networking events;
- Providing instructions on correct hygiene practices;
- The correct processes if members or staff believe they are at risk of infection;
- Reporting if members and staff have been in contact with anyone who has travelled abroad or been in contact with anyone who has/had Coronavirus.
- Notices on reception for visitors of Chambers to read before entering the building.

Procedures are in place to protect the health and well-being of members, staff and Clients. We have immediately begun extensive testing of our software and systems for flexible working to ensure that Deans Court can continue to remain operational, as well as the following:

- Quarantining;
- Remote working;
- The provision of sanitisation products;
- Restrictions surrounding shared resources.

Unless the government declare a full lockdown we will still be working whether in Chambers or remotely; relevant phone numbers will be available on our website and the clerks can be contacted at clerks@deanscourt.co.uk. This inbox is monitored regularly and will be directed to the relevant person who will get back to you. Our accounts team can be contacted at accounts@deanscourt.co.uk and again the email will be forwarded on to the appropriate person.

Chambers are regularly checking and updating how we react as a result of guidance from the Government (PHE & WHO), the NHS & the Bar Council. We have taken, and will continue to take, all necessary measures to maintain business operations while ensuring the health and safety of all personnel involved therein. We remain on hand to assist with any concerns that you may have and if you have any further questions please do not hesitate to contact us.