



**London, UK**

**Wednesday, 18 March 2020**

### **Note from the Chairman. Re: COVID-19**

I write as we are now in uncharted territory and the situation is developing very swiftly. This health crisis is affecting our lives in a manner none of us has experienced before. My priority as chairman of the James Andrew Group is the health and wellbeing of all my colleagues, clients and friends.

Of course, I want to reassure you that James Andrew are here for you and remain determined to carry on giving you the best real estate advice that we can, given the circumstances. The James Andrew management team have prepared contingency plans for our business and the management of the properties we manage which we will continue to review and develop as COVID-19 pandemic develops.

I am encouraging my colleagues to take sensible precautions including working from home if possible, where our critical business plans allow. Whilst James Andrew continue to welcome visitors to our offices in Marylebone, Cannon Street and Finchley, I think it is best to keep face to face meetings to a minimum. There will be circumstances where meetings are essential, my colleagues may choose to observe social distancing guidelines.

I want to reassure you that James Andrew have tested their disaster recovery and resilience plans. We have made significant investments in our IT and technology to ensure that as clients, tenants, and business partners that you will continue to experience and receive a seamless high level of service from us.

We may well miss seeing you in person but when this crisis is over, when we meet again, we will be more appreciative of each other. In the meantime, please feel free to contact me personally or any of my colleagues on their mobile numbers, by email, WhatsApp or text. Where staff are not at their desk, their phones will be diverted to their mobile.

I look forward to seeing you again soon. On behalf of the directors and staff at James Andrew we wish you all the best, and hope that you, your family and friends stay healthy and safe.

**Harvey Soning**

**ENDS**

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#### **For further information**

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#### **Notes to Editors**

To link to our website home page please use  
[www.jamesandrew.co.uk](http://www.jamesandrew.co.uk)

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