



Where business gets its buzz.

Dear All,

As per the most up-to-date government announcement regarding COVID-19 last night, we have made the decision to enforce some measures with regards to our Business Centre at **Roden** to help protect our staff and yourselves from further spread of the virus.

As from 25th March, we will have a member of staff on site from 9am -10am only, Tuesday and Thursday, to deal with post and ensure the site is safe. They will be situated away in the managers office and will be using all measures to ensure government guidelines are followed with regards social distancing etc.

These are unprecedented times, so we would appreciate your understanding and cooperation in working with us to help combat this virus. If you do spot anything in the centre untoward, such as a tap running or a light left on please deal with it yourself, there and then or If you do need to speak to anyone on a more serious note then please call Jodie Elrick 07813 018005.

Also, as further peace of mind, we will be using some of our other staff to visit the centre during the evening's just to ensure everything is secure.

If for any reason you can't get hold of the manager or it is outside of normal working hours then please contact the following for help and assistance.

Michael Jones 07583 091186 (during working hours)
Key holding company 0370 7706880 (Outside of working hours)

We appreciate your assistance at this very worrying time and are doing our utmost to support you in keeping our Business Centres open for as long as possible.

Thank you for your support.
Stay safe.

Phil Sexton

Regional Sales Manager-Midlands

