

**As the spread of Covid-19 increases, we wanted to let you know that we have established plans and are preparing for any potential impact to our service delivery.**

- 1. We have set up remote working capabilities for all employees.**
- 2. Our secure portal is always accessible and will also allow for secure transmission of documents and has e-signing functionality.**
- 3. We have a dedicated management view only email address for any urgent matters, in the event that your SGA contact is unavailable to respond to your requirement in a timely manner -info@sgaweb.co.uk.**

**In the event of travel restrictions or a quarantine situation, SGA may not be able to provide the following as quickly as normal due to not being able to travel:**

- 1. Site visits**
- 2. Hard copies of document such as accounts, tax returns, payroll documents including payslips but rather will supply these in electronic format.**
- 3. Face to face meetings**

**We are following World Health Organisation (WHO), Central Government and local authority advice. Our priority remains the safety of our colleagues, clients and partners, and we will keep you informed if anything changes.**

**A few reminders for you and your team in the wake of the Coronavirus outbreak**

- 1. Accounting records, payroll and tax information- please endeavour to send these to us as soon after the accounting period as possible. This will allow us the time to properly manage your work and maintain our service levels to you. Please be proactive in this and if you are unsure of what is required please contact your representative at SGA as soon as possible.**

**SGA are always on hand to assist with any accounting and tax related concerns you may have, please don't hesitate to contact your account manager if anything further may be required.**

**Best Regards,  
Sterling Grove Accountants**