

## **CORONA VIRUS (COVID-19) – BUSINESS TRAVEL**

As a responsible business, until Corona Virus is under control, we are restricting business travel. If you are asked to make a business trip to visit a customer then you need the approval of your Department Director. Approval is only likely to be given if it is a business critical situation.

Where possible use Skype or some other method of communication to avoid travel.

If you do have to travel then we will ask you to drive and avoid using public transport, particularly trains, buses and tubes.

Any queries then see your Director

Group Technical Director