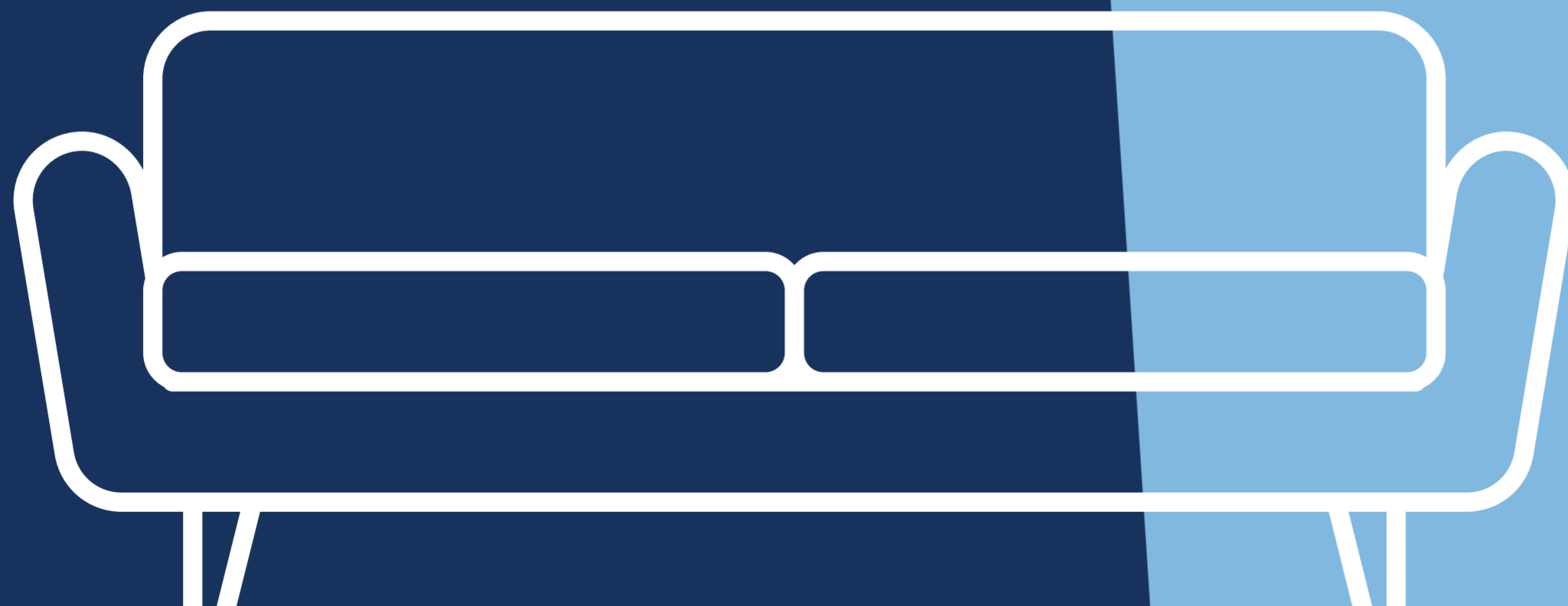


CORONAVIRUS

Lesser & Co during lockdown



- 1.** We operate payroll so classified as key workers
- 2.** Team is working from home
- 3.** Keith is in the office mostly alone as walking distance and rest of team working remotely
- 4.** Post is being delivered
- 5.** Paper records can be put through letterbox
- 6.** Digital records are preferred via receipt bank and / or quickbooks if set up, emailing of records is also fine.
- 7.** We have full set up and remote access so fully operational in this sense
- 8.** Calls are going straight to voicemail with responses to messages via email
- 9.** Telephone or zoom meetings can be booked on request via email or voicemail
- 10.** We are using calendly app to book meetings with clients which has been helpful.
- 11.** Zoom Q&A continues tuesdays and Thursdays at midday and joining instructions sent via email newsletter and via text message.
- 12.** COVID-19 Webpage is now complete covering all government help available.