

Apteligen statement on coronavirus – updated 6th April 2020

Further to our previous message we would like to update everyone on our current working arrangements.

In light of the restrictions introduced by the UK Government in response to the global coronavirus pandemic, we are now working from home and avoiding any travel, other than for essential food and medicines. We also have full-time childcare responsibilities so our working hours will need to be flexible and may at times be limited. This may also mean that we will take longer to respond to any queries.

As before, we continue to work on current contracts in line with the work plans we've agreed with our clients. We will be taking all necessary steps to keep in regular contact with our clients, partners, and associates during this period of extreme uncertainty, so that we can resume all work as soon as circumstances allow. We can be contacted during normal office hours, by email, by phone, or by social media.

Further updates will be provided over the coming weeks as necessary.

John and Sam (Directors)

The logo for Apteligen, featuring the word "Apteligen" in a grey sans-serif font, followed by a circular icon composed of several colored segments (purple, orange, yellow, green, blue).

Apteligen statement on coronavirus – 16th March 2020

This message is for all the people and organisations we work with, and for those who we may come into contact with during the course of our work.

The health, wellbeing and safety of those who we work with will always be our primary concern. This includes our client organisations (along with their staff, volunteers, partners, customers and service users), our own staff and associates, our suppliers, and the wider public.

We are equally committed to meeting our contractual obligations with our clients wherever possible and to introduce new ways of working to help us achieve that.

Given the evolving situation connected with Covid-19, and the current health advice for people here in the UK, our position on the coronavirus pandemic is currently as follows:

- For now we will continue to work to current deadlines unless we agree otherwise with our clients. We will be contacting our clients individually over the coming days to discuss any problems we anticipate with regard to delivery timescales, and any potential impact on future plans in light of Covid-19.
- We remain contactable during normal office hours, by email, by phone, or by social media.
- We will continue to work from our office in Watford, while making every effort to minimise close personal contact with others while onsite and while in transit, and to follow the Government's advice on staying well and preventing the spread of the virus.
- We are ready to switch to home working if needed, and already have the systems in place should this be needed for any length of time.
- We will look to limit travel and face to face contact as much as possible over the coming weeks, which means we may ask to hold or attend meetings by videoconference rather than in person. We have suitable videoconferencing facilities available which we can use as and when needed.

We will continue to monitor the situation on a daily basis and respond to any changes in Government advice. It is likely that the introduction of more restrictive measures on the movement of people (such as closing schools and childcare facilities, or imposing a mass quarantine), will have a more immediate and potentially significant impact on our delivery. Equally, if one of us, or a member of one of our project teams develops symptoms or becomes unwell due to Covid-19, we may not be able to call on extra capacity as quickly as we would like.

We will ensure that we keep in regular contact should our current position change.

John and Sam (Directors)