

2020

# COVID-19 (Coronavirus)

Ashurst is committed to service excellence. A robust business continuity program is a part of our normal, ongoing business practices.

This document provides guidance on Ashurst's five phased approach to our COVID-19 management plan.

## INFORMATION MONITORING AND MANAGEMENT

Ashurst have established a Global Incident Management Team to provide strategic advice in response to the COVID-19 outbreak and maintain continuity of our operations.

The Team actively monitors the changing environments guided by the World Health Organisation (WHO), government and public health authorities daily, taking immediate action in line with their recommendations. Information is then circulated amongst the Global Office Managing Partners for implementation in consultation with the local Return to Office Committees.

Our approach ensures that the response is measured, controlled and co-ordinated.

## SUPPORTING OUR PEOPLE

The health, safety and wellbeing of our teams, clients and community is our primary concern.

As we transition to returning to our offices, each location and team members personal circumstances are being treated individually, in response to the global pandemic.

Ashurst have implemented site specific Wellbeing Allies who provide frequent guidance and support on best practice Government, Building or Company advisories. We achieve this via various stakeholders and channels:

- **Global Wellbeing and COVID-19 Hub** – support and resource centre
- **Global Employee Assistance Programme**
- **Circle In** – parenting support
- **Corporate Health Insurance** – telehealth support
- **“Let’s talk about it”** – global wellbeing podcasts
- **Ashurst Global Message Board** – community “what’s happening” forum
- **Online jams** – with the Executive team and local Office Managing Partners
- **Various committee social activities** – chef menu’s, competitions, virtual classes, recommendations on play lists, books, movies, wine clubs, mindfulness webinar’s, etc.

## COMMUNICATION WITH CLIENTS, SUPPLIERS AND INTERESTED PARTIES

To help our clients or suppliers navigate the unprecedented challenges impacting business as the pandemic continues its toll globally, Ashurst have implemented a COVID-19 advisory hub, and enhanced our advisory service toolkit. Ashurst is actively engaging with our clients and industry groups providing real time market intelligence and key developments by Ashurst practice groups and office.

## BUSINESS CONTINUITY PLANS (BCP)

Our COVID-19 management plan works in accordance with the existing Ashurst Global Business Continuity Program, client obligations and our invoked Pandemic Response Plan.

Location Business Continuity Plans (BCP’s) are in place for all Ashurst locations to ensure we can continue to assist our clients and maintain health and wellbeing standards across our operations.

Each BCP involves discussions with relevant stakeholders to ascertain the following:

- Time Critical prioritised functions and services that are provided at that location
- Planned recovery actions and strategies to sufficiently mitigate all operational and service impacts
- Resource requirements to ensure the required delivery of time critical services

To ensure continuity of services, our planning incorporates a multi-faceted approach, including but not limited to:

**Minimising contact (where possible) across locations and operations**



**Preparations to enable remote operations should any site be closed**



**Isolation and return to office arrangements**



**Reallocation of team members to support affected locations**

## OCCUPANCY APPROACH

In line with local Government guidelines, our workspaces have been configured to COVID-19 requirements. Ashurst teams continue to monitor, adapt and respond to the new announcements.



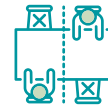
### Cleaning

regular cleaning using hospital grade disinfectant and deep cleaning as required



### Visitor management

collect contact details and confirm visitors are symptom free



### Seating

reduced seating to meet social distancing measures



### Social distancing

signage to encourage



### Hand sanitiser stations

available in all common areas



### COVID-19 case management

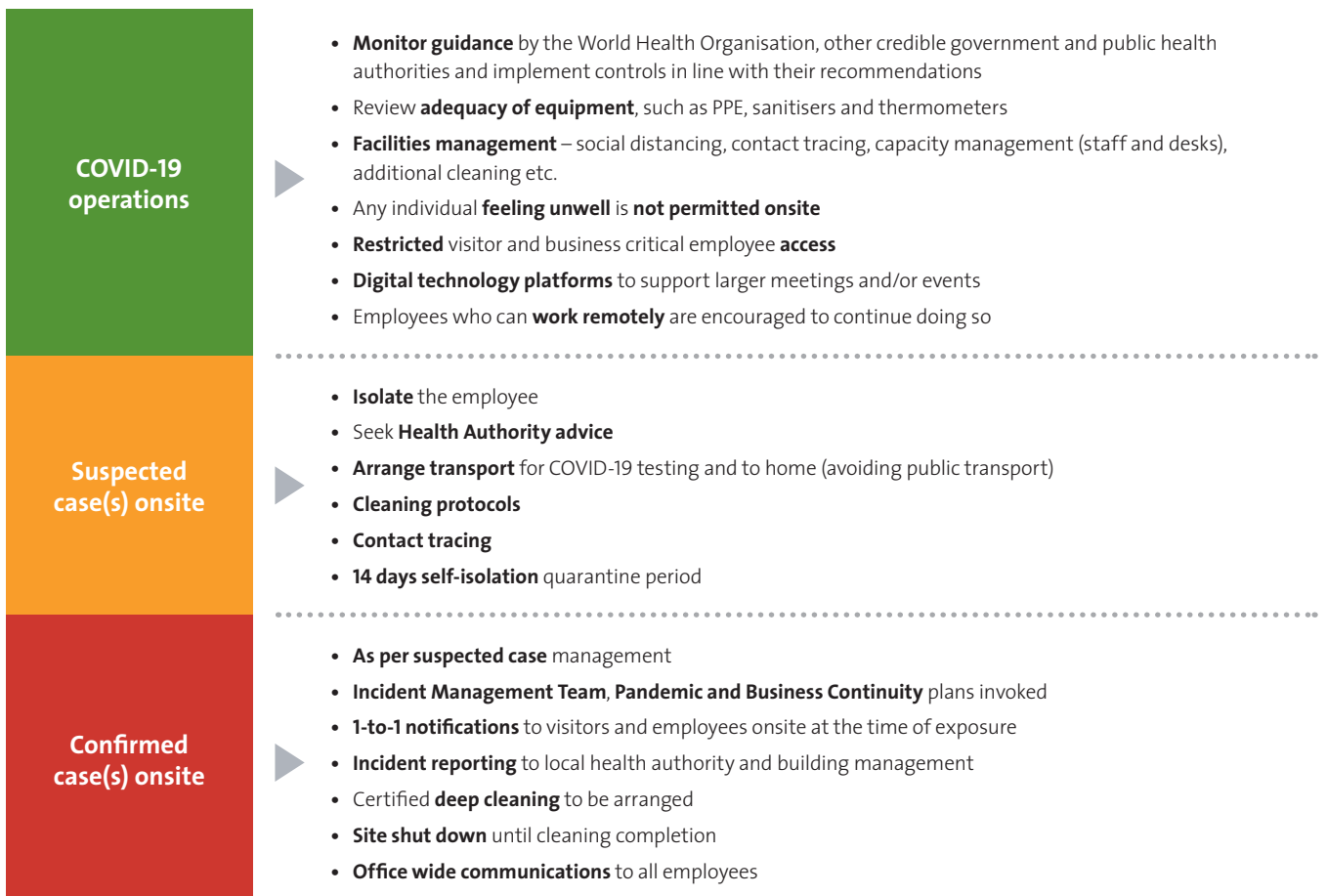
attendance monitoring to support contact tracing

## ASHURST SITE LEVELS

Ashurst has a three staged approach that includes site-level alerts and responses as directed by local authorities and government across our global operations. The wellbeing of employees and visitors is our top priority.

Movement from one stage to the next is being evaluated and agreed on an office by office basis, by the Office Managing Partner, along with representatives from Staff Partners, Operations, HR and Legal teams.

Risk assessments are being performed and if the level of protective measures required to protect individuals is excessive, then remote working arrangements will prevail.



This publication is not intended to be a comprehensive review of all developments in the law and practice, or to cover all aspects of those referred to. Readers should take legal advice before applying the information contained in this publication to specific issues or transactions. For more information please contact us at [aus.marketing@ashurst.com](mailto:aus.marketing@ashurst.com).

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