



I hope you; your family and colleagues are well.

We are currently all well and working as normal, providing support from our office in Hinckley.

We've been constantly reviewing the COVID-19 situation and based on the advice given this week by the government to follow social distancing guidelines and the decision to close all UK schools from Friday 20<sup>th</sup> March, the IFPA board have made the decision to temporarily close our office and for staff to work from home.

I want to reassure you that our services will continue as normal and that we will continue to help members in every way we can.

Our phone line will be running as normal, however only one member of staff will be answering calls. If your call is not answered then please leave a message and provide a number for us to reach you on, we will call you back as soon as possible. Our core working hours will be 9am-3pm, Monday to Friday.

On behalf of everyone at IFPA, we wish you continued good health at this difficult time.

**19<sup>th</sup> March 2020**