

**COVID -19**

**Springfield Properties Action Plan Update**



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

Dear All,

Yesterday was undoubtedly the most difficult day we have had as a business. Yesterday was almost probably one of the most difficult days that you as an individual has had. Yesterday was probably one of the most difficult days for our partners such as the Sub-contractors and Suppliers. For those customers who were expecting to move in over the coming weeks this was also very difficult.

The way all of you has dealt this though has been tremendous. I'm proud to work with a company and people that understand the seriousness of the situation we are facing. People will die from this virus and we all can help in keeping these numbers down. In 3 weeks or longer we will be able to start up again and take off from where we were. Our lives will return to normal. For those that suffer from the virus this is not a given.....

For site staff, factory workers, fencers we have decided today Mar 25th to put you on Furlough instead of Redundancies or lay offs.

For the office staff we will have told you who will be going on Furlough instead of Redundancy from next Wednesday (you have been paid to 31st March).

We don't know what happens with holidays and a lot of other issues. Please bear with us while we wait for further information. We will share it with you as soon as we have it. You will receive a letter this week confirming your status and options. We intend to use our website and direct text/email service to communicate with you all going forward. I would urge anyone who has not been receiving these daily emails or text messages to get in touch with HR as soon as possible.

Thank you for your commitment to the company.

Really look forward to seeing you soon.

Take care

Innes