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26 March 2020

To: All affiliates  
Regional Secretaries  
Executive Committee  
National Council  
NPC Officers

Dear Member,

**Re: Update on COVID-19 impact on office working**

Further to the email sent out last week, and guidance from Public Health England and the government, the office will close on Friday 27 March.

The impact of this will be:

1. Any cheques received after today will not be processed and receipted until the office re-opens. They will be kept secure in a locked cabinet until our return.
2. Our plan to reimburse ticket money paid for the Annual Convention is on hold for the same reason.
3. Post will be collected once a week and answered as necessary.

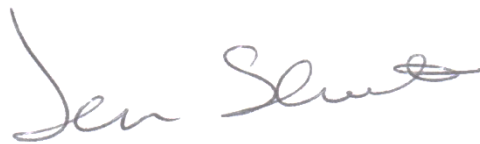
Staff will work from home and continue to circulate advice and guidance and the normal briefings that NPC work on from time to time. We understand that it will be difficult for you to disseminate these through some of your networks as they are currently not operating. But please update as many of your groups/members as you can.

If you use social media, we post regularly on our Twitter page and ask that you re-tweet the messages there.

Stay in touch with us. The answerphone in the office is working and we can access messages remotely and deal with them appropriately. E-mail for those who have access and perhaps help someone who isn't connected to get in touch with us if they need to. Write a letter, post will be collected every week.

Thank you for your patience during this stressful time. Stay safe and well.

Best wishes



**Jan Shortt**  
General Secretary