



Issue No. 01 23/3/2020

TO ALL BRANCHES WITH BT MEMBERS

Dear Colleague

**Coronavirus-19 Bulletin Central London Buildings Closure**

Please find below detail of the latest briefing from BT Group HR that the Central London buildings have been closed to office based employees.

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| **To:** All colleagues based in BTC, Faraday, Baynard House, Ambassador House, Burne House **From:** Alison Wilcox, Group HR Director **Status:** For information on 22 March 2020 |
| **Coronavirus update – central London BT buildings closed to office-based colleagues** |
| Afternoon everyone,  As you’ll have seen over the last couple of days, the government has continued to take further measures to keep the country as safe as possible from the spread of COVID-19. There has been a particular focus on London, where we see the virus spreading more quickly than the rest of the UK at the moment. For that reason, we’ve decided to close many of our central London buildings to office-based staff: BTC, Faraday, Baynard House, Ambassador House and Burne House will close from today. These measures will further protect those who do need to be in one of our sites, and of course those who don’t. For those who will no longer be able to work from one of these sites, please work from home wherever possible, as I know many of you have been doing already.  The buildings will be open tomorrow for our office-based colleagues who need to collect anything, but please:         only go in if it’s absolutely critical,         make sure you follow our [security policy](https://intra.bt.com/bt/security/securitypolicy/Pages/index.aspx) with regard to safely managing information and equipment away from the office,         find a way to travel there and back in the safest possible way,         do not travel in to any of our sites if you, or any member of your household, are self-isolating due to symptoms of COVID-19.  For those in BT Centre, please call the Security team on 0207 3563432 / 07483 317120 before you go in so that they can grant you access.  With the exception of BT Centre, buildings will remain open but only for those of you in vital roles where you need to access equipment that allows you to keep our networks running and our customers connected. If you’re unsure whether that applies to your role, please contact your line manager. Please be assured we will maintain our cleaning and security schedules in the sites throughout this period.  If you have any broader questions, please contact [coronavirus.support@bt.com](mailto:coronavirus.support@bt.com).  Thank you, as ever, for everything you’re doing to keep yourselves and your colleagues safe, and our business running for our customers.  **Alison** |

**Regards  
  
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