



**CiC - Business Continuity due to Coronavirus  
Notice of Continued Service**

We are finalising our business continuity plans in the event that coronavirus means we have to close our Central London offices and divert to remote working procedures.

Rest assured our EAP services will continue to operate albeit with a slightly different intake of call flow.

To help us provide the best support for all of you (and avoid possible delays in call answering) we encourage you to email us with your request for support.

If your request is not of an urgent nature we would like to encourage you to contact us using [assist@ci-c-eap.co.uk](mailto:assist@ci-c-eap.co.uk) and include the following information:-

- Name
- Organisation
- Contact phone number
- The best time to receive a return a call (preferably with a 2 hour time window)
- A brief sentence on the reason for calling.

We appreciate your support at this very difficult time,

A handwritten signature in black ink that reads 'Kate Nowlan'.

Kate Nowlan  
CEO