

---

CORONAVIRUS (COVID-19) – SIMSL OFFICES: WORKING REMOTELY

13 March 2020

---

Dear Member,

The Managers have been closely monitoring the Coronavirus (COVID-19) developments in the U.K., and in accordance with our Business Continuity Plan, the decision has been made for all Steamship Mutual London based staff to work remotely from home from Monday 16 March, until further notice.

This is a precautionary measure to safeguard the welfare of our staff and minimise the risk of the spread of Covid-19.

In preparation for this measure a thorough work from home testing process has been successfully carried out this week.

Members can be assured that the quality of service provided by Steamship Mutual will be maintained, as staff can be contacted in the usual way, by email and telephone.

For staff contact details please use the contact page on our website:

<https://www.steamshipmutual.com/contact-us/>

The London office will be closed to visitors and staff; however, meetings can be organised virtually.

Our Singapore, Hong Kong and Tokyo offices continue to be operational with staff working flexibly as required.

The Cyprus office will be operating remotely from Monday 16 March, until further notice.

The Piraeus office is operating remotely, until further notice.

The Rio office is operating remotely, until further notice.

The Bermuda office is operating remotely, until further notice.

We will continue to keep you informed of any developments, as they occur.

For further information and advice relating to the Coronavirus (COVID 19), please refer to the information on our website:

<https://www.steamshipmutual.com/publications/Articles/coronavirus012020.htm>

Yours faithfully,

STEAMSHIP INSURANCE MANAGEMENT  
SERVICES LIMITED