Hi

**Office Space**

A survey will be sent later this week seeking your input on how often you would like to work in an office during August and September so we can plan a safe return to work for those who are interested in office-based working during that period.

**Remote Working Asset Register**

We are still awaiting a number of ‘Remote Working Asset Register’ forms with Cezanne stating any AAT equipment you took home/were sent. **Please can you complete this by 24 July 2020**. Please see the how to guide attached for more details. If you are on furlough, please email Jill (jlw@aathornton.com) stating what you have so this can be added to the system for you.



**Home Working DSE Risk Assessment**

As mentioned previously, we would like to ensure that you are all working as safely as possible and understand where there may be outstanding issues still to resolve now that all equipment and furniture from the office has been delivered. If you haven’t completed the attached DSE homeworking risk assessment, **please can you complete this as soon as possible any by the end of July 2020 at the latest**. This can be sent to Jill, marked private, and the relevant BC team members will go through these and follow up with anyone where there are concerns.



**Competition time**

Craig was right in your face this time!  Quite a few of you were close but Susie scrapped it by long lockdown haircut!  Well done Susie!



**BC Contacts**

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| Please note the change in our address to 15 Old Bailey, EC4M 7EF. COVID-19 - At AA Thornton we are able to continue to provide an uninterrupted, high-quality service to our clients. Please click [here](http://www.aathornton.com/covid-19/) for our latest update. |

