

COVID-19 Policy

Melanie Brock Advisory (Advisory) has the health and wellbeing of our clients and employees at the forefront of everything we do. With the outbreak of COVID-19, we have made some changes to how we operate while ensuring we continue to provide a consistent and high level of service to our clients.

First and foremost, Advisory services are still available and we remain open for business. Our team will continue to be available to provide advice to clients. Our employees are now operating remotely from home, we have maintained strict hygiene practices that are observed everyday by all employees. We understand the call by the Tokyo Governor to work from home, where possible. We know that that key services and face-to-face interactions need to reflect these guidelines. For current projects, we are in constant contact with our clients to provide updates on the situation and to provide advice, where necessary. For any clients, current and prospective, who have experienced difficulty doing business with Japan as a result of COVID-19, please feel free to reach out.

In the event an Advisory employee believes they may have contracted COVID-19, in line with governmental recommendations, they will undergo testing and will be hospitalised if positive. We will inform our clients if employees have been in direct contact with them. In any case, we are monitoring the ever-changing situation and will update policies as necessary in line with the current policy recommendations from the Japanese Ministry of Health and World Health Organisation (WHO).

We encourage you to also refer to the World Health Organisation (<https://www.who.int>), the Japanese Ministry of Health, Labour and Welfare (<https://www.mhlw.go.jp/index.html> or [Tokyo Metropolitan Government Line](#)) and Australian Government Department of Health (<https://www.health.gov.au> or [aus.gov.au/whatsapp](https://www.health.gov.au/whatsapp)) for the most up to date health advice.

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