

In response to a number of queries we have received regarding the vacancy exclusion contained within policies currently written under binders we lead, we wish to outline our position.

Please distribute the following to Coverholders.

- All locations that were **vacant** prior to the COVID-19 outbreak:
- Our position remains these are vacant properties and Vacancy/Unoccupied Premises conditions contained within the policy will continue to apply, except inspection provisions if the insured is unable to comply due to Government mandated restrictions.
- Locations that are **temporarily unoccupied** due to Government mandated restrictions due to the COVID-19 outbreak:
- The Vacancy/Unoccupied Premises conditions contained within the Policy will not apply for any impacted property
- Should any premises remain unoccupied once any applicable Government mandated restrictions are lifted, AEGIS would consider any such property to be subject to the Vacancy/Unoccupied Premises conditions of the policy after a period of 7 days.
- If a building becomes temporarily unoccupied as a direct result of Government mandated restrictions then it will not be regarded as Vacant / Unoccupied under the terms of the Policy. This means the inspection requirements for Vacant / Unoccupied buildings will not apply for the duration of the government mandated restrictions.
- If during the COVID-19 outbreak, Insured's repurposing their premises to undertake different activities are required to contact AEGIS via the Coverholder and London broker to seek approval for said activities. AEGIS reserve the right to decline to offer coverage and or alter coverage.

In addition to the above, Coverholders are reminded to issue advice to their Insured's regarding best practice risk management for **temporarily unoccupied locations** during the COVID-19 outbreak. This advice includes, but is not limited to:

Equipment and Building Utilities

- Ensure all equipment is safely turned off and, in a condition, where it can be left for an extended period without damage or degradation.
- Remove any flammable, combustible or hazardous liquids and materials. These should be appropriately disposed of or stored safely for re-use.
- Isolate electrical circuits where possible (without affecting security, CCTV or fire systems).
- Turn off the mains water supply (without affecting any sprinkler or other fire systems you have.)
- If possible, drain and isolate water storage/header tanks from any distribution pipework.
- Isolate the incoming gas supply, if safe and legal to do so.
- Make a list of all services or other valves you have isolated (and where they are) to ensure you reinstate them all.

Fire Systems/Doors

- Ensure that any fire and/or sprinkler systems are fully operational
- Carry out a check to ensure that internal fire doors are closed
- Check that the fire alarm panel is fault free and all fire detection systems are fully operational

Stock

- Perishable stock should be removed from premises prior to ceasing operations

Waste

- Remove all waste from premises prior to ceasing operations
- Empty all waste bins and relocate to a secure area, ideally at least 10 metres from the building
- If this is not possible and bins and skips are within 10 metres, these should have lockable lids.

Physical Security

- Carry out a check to ensure physical security measures are in place e.g. fences are in good repair, windows are locked and boarded if appropriate, shutters are in place where appropriate, gates and doors are locked, and letter boxes are sealed
- Shop fronts with no internal or external roller shutters to have shop front displays cleared of stock.
- Burglar alarms are set and that the remote signalling is in place.
- Ensure sufficient numbers of Keyholders are available to respond to an alarm activation within 20 minutes, and any other building management system alarm that may be triggered
- Where Government mandated restrictions allow buildings should be visited and inspected both externally and internally at least every 7 days.

Cash

- Cash kept on premises should be deposited in the insured's bank prior to ceasing operations

Other Considerations

- Removal of high value or critical equipment to a secure location
- Additional building security features (boarding windows etc).
- Clearly posted emergency contact details.

Regards

Chris Fitzgerald
Underwriter
Non-Marine Property

Until further notice AEGIS Managing Agency Limited may take advantage of Lloyd's Emergency Trading Protocol dated March 2020. All business carried out in accordance with these protocols must contain the relevant offer/ acceptance language. Any offer/ acceptance without such language will not be valid.

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