

MEMBER ALERT



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COVID-19 – WORKING ARRANGEMENTS FOR THE MANAGERS’ GLOBAL OFFICES

As previously advised, personnel in all the Managers’ offices across the world began working from home in mid-March. Toward the end of May, staff in Hong Kong and Shanghai resumed normal, office-based working, although a flexible approach has been maintained over recent weeks in both locations.

Your Managers are now pleased to announce that, effective Monday, July 6, their offices in New York, Athens and Houston will re-open for business, albeit in a measured and gradual manner.

The New York and Houston offices will be open from Monday to Thursday, but only on a limited, voluntary basis at the outset. One team of management personnel will attend on Monday and Wednesday, the other team on Tuesday and Thursday. Those not attending the office in accordance with this cycle will work from home on those days. All members of staff will work from home on Friday.

Given the fluidity of these arrangements, Members and the Club’s other business associates are advised to use management personnel’s cell phone numbers – rather than those of land lines – and email addresses as the primary means of contacting them until further notice.

In Athens, all management personnel will be present in the office from Monday to Friday in the normal way. However, as in the case of New York and Houston, flexibility will apply to these arrangements, but a return to more normal operating circumstances is intended for gradual implementation from July onward.

The circumstances of the Managers’ office in London have not as yet changed, and personnel based there will continue to work from home, as previously advised, until further notice.

As is always the case, the Club’s service capabilities, despite these difficult times, remain at the disposal of Members wherever, whenever and however they may be needed. To that end, full contact details of the Managers’ New York, London, Athens, Hong Kong, Shanghai and Houston offices can be accessed on the Club’s website, respectively, at:

<https://www.american-club.com/page/contacts-ny>

<https://www.american-club.com/page/contacts-london>

<https://www.american-club.com/page/contacts-greece>

<https://www.american-club.com/page/contacts-hongkong>

<https://www.american-club.com/page/contacts-china>

<https://www.american-club.com/page/contacts-houston>

Working arrangements for the Managers’ offices remain under constant review and, as developments and circumstances demand, further news will be communicated over the weeks ahead.