



Contingency Planning Communication

OPTION A - SIGNIFICANT ACCIDENT / ILLNESS

It is with regret that we wish to inform Karen's clients of her recent accident / serious illness. Please be advised that Karen has sustained injuries that prevent her from working in the immediate future.

Updates regarding Karen's status will be provided as they become available and are appropriate. Please refrain from contacting Karen on her mobile or email. Her family is relaying messages to her at this time and understandably wish to focus all their energy into getting Karen well.

Please be advised that as part of her contingency planning, I @Deb Twite - virtual assistant, have been contacted by Karen's family, and instructed to cancel appointments for the immediate future.

We all know Karen is highly organised and had previously considered instructions for a time like this. In accordance with Karen's wishes, I am presently liaising with Karen's kinesiology locum (Bec from @Aligned Kinesiology Gippsland), in an effort to expedite rescheduling of your cancelled appointments.

If you have an existing appointment, you will shortly receive an email with rescheduling options. We thank you in advance for your patience in this matter and wish Karen a speedy recovery.



Contingency Planning Communication

OPTION B - DEATH

It is with deep sadness and regret that we wish to inform our clients of the recent sudden passing of the passionate and amazing Karen Humphries.

Karen, often referred to as 'crazy kaz', touched everyone she came across in such a way that we will never forget her. She championed health and well being in everyone she came across, both clinically and throughout her professional network. Our thoughts are with Karen's beautiful family at this sad time.

Please be advised that as part of her contingency planning, I @Deb Twite - Virtual Assistant have been contacted by Karen's family, and instructed to cancel all appointments. As you can imagine this is an intensely sad time for everyone who befriended and worked closely with Kaz. Please be gentle with us as we continue to support her family during this time and support her husband to wrap up Karen's business commitments.

Please be advised that I am presently liaising with Karen's kinesiology locum (Bec from @Aligned Kinesiology Gippsland), in an effort to expedite rescheduling of your canceled appointments. Please be advised that part of my requested contingency planning will include deactivation of Karen's phone, email and social media pages.

Karen leaves behind a husband and daughter and legacy to always laugh and live life to the absolute fullest. Please take a moment to send them love xxxx