



Visitor Information Sheet

Covid-19 Measures

Introduction

During the current uncertain times we are following the Government guidance on Covid-19 and also introduced measures following a risk assessment to continue to service our valued clients, keep our staff safe and keep our clients safe when visiting our offices.

What you can expect from us

We have performed a risk assessment and the following information should help us to reduce the risk to a minimum.

We have a meeting protocol and we will follow this for the safety of all.

We will:

- Regularly clean our offices
- Provide hand washing facilities
- Maintain social distancing
- Reduce the opportunities for contact

Items you should be aware of and what we expect of you

To limit exposure to risk areas we have:

- Limited the number of participants allowed in our meeting rooms and removed any excess chairs
- Removed moveable contact items such as pens, pads, water bottles
- Taking visitor temperature on arrival
- Introduced that visitors will be taken directly to their meeting room on arrival
- Suggested that meetings can be conducted in our gardens if possible
- Stopped preparing refreshments for visitors – you are very welcome to bring your own drinks to the meeting
- Introduced a cleaning protocol for meeting rooms after each visit
- Placed posters around the reception of the measures required when attending the office

We expect you to:

- Follow the social distancing and hand washing measures
- Wear a face covering when visiting us at all times in accordance with the Government Guidance unless you are exempt. If there is a reason why this may cause you difficulties do let us know and we may be able to make alternative arrangements.
- Advise if you are unwell or experiencing symptoms of Covid-19 before the meeting and do not attend the meeting