



# Visitor Information Sheet

## Covid-19 Measures

### Introduction

During the current changeable 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:

- Introduced that visitors will be taken directly to their meeting room on arrival
- Suggested that meetings can be conducted virtually or in our gardens if preferred
- Introduced a cleaning protocol for meeting rooms after each visit
- Placed posters around the reception of the measures required when attending the office
- Placed hand sanitising equipment in strategic areas and meeting rooms

### We expect you to:

- Follow social distancing and hand washing measures
- Advise if you are unwell or experiencing symptoms of Covid-19 before the meeting and do not attend the meeting if you have symptoms
- Advise if you would prefer that all attendees wear a face covering during a meeting