



CLIENT, CONTRACTOR, AND OTHER VISITOR MEETINGS IN THE OFFICE

Any clients, visitors and contractors who are attending at our offices for a meeting, are required to understand and agree to the following, prior to the meeting taking place.

1. Clients, visitors and contractors are asked not to attend at or enter the firm's premises, if they have COVID-19, or symptoms of COVID-19, or if this applies to anyone in their household.
2. Visits or meetings at the firm's premises are preferred to be by prior appointment where possible. Walk-ins can be permitted if necessary.
3. All visitors and contractors are required to provide to the firm member who organises the meeting, at the time the meeting is arranged, a contact telephone number for themselves which will be used, if necessary, for the NHS "test and trace" system.
4. All clients, visitors and contractors, are required to wear a face covering before entering the premises and must keep the face covering on until they leave the premises, unless there is a reasonable excuse for removing it, or unless they are exempt from wearing a face covering.
5. All clients, visitors and contractors, are required to use the hand sanitiser that is provided in the lower lobby area upon arrival.
6. Clients, visitors and contractors are asked to arrive promptly for the meeting and to not arrive early. All clients, visitors and contractors should book in at the firm's main reception area, which is located on the second floor.
7. All participants at a meeting must make use of the screens provided. Face coverings can be removed once the participants have entered the meeting room, provided all participants are comfortable with this.
8. Hand sanitiser has been installed in all meeting rooms and on entry to the meeting, all participants are encouraged to use the hand sanitiser provided.
9. The meeting must be adequately ventilated i.e. by opening a window if possible. The meeting room door must remain closed for the duration of client and/or visitor meetings to preserve confidentiality.
10. All meeting rooms have maximum occupancy levels which are confirmed in all these rooms. The main reception interview rooms have a maximum occupancy of 3 people, the first floor boardroom 8-10 people and the second floor boardroom 6 people.
11. Refreshments cannot be provided at the present time, although the firm can provide bottled water if necessary, which attendees will need to dispose of themselves away from the building. The firm's toilets and washing facilities can be made available if required.
12. In the event that the fire alarm is activated during the meeting, all participants to the meeting are required to evacuate the building in accordance with the instructions provided to them by the firm's Fire Marshalls.