



### **Covid 19 Safety Measures and Restrictions**

We look forward to meeting you shortly. To help us keep the office safe for staff and visitors alike, please take a moment to review the following information prior to your meeting:

- *Please come to the office at the pre-arranged time as our front door remains locked;*
- *Please use the hand sanitiser available on entry;*
- *With effect from 8<sup>th</sup> August 2020, it is a legal requirement that you wear a mask in our offices;*
- *The fee earner with whom you are meeting will meet you at the front door and show you directly into your meeting room;*
- *Once in the meeting room, the seating will be arranged to ensure compliance with the social distancing rules;*
- *Please bring your own pen with you;*
- *We can provide bottled water should you require a drink but are unable to provide tea/coffee at present.*
- *Our toilets are not currently available for clients to use.*

**Please do not attend the office if you have Covid 19 symptoms or have been in contact with someone within the last 14 days who you believe may have had Covid 19.**

Between meetings, we will ensure that all rooms are cleaned thoroughly and meeting times are staggered to ensure that you do not come into contact with anyone else. Our office also remains closed to the general public for the time being.

Thank you for your cooperation and we look forward to seeing you soon.