



# What to expect when you visit us

To enable safe meetings at our offices we would ask you to comply with the following:

## The day before

To help us keep you and our staff safe we are asking our staff to undertake lateral flow testing (LFT) twice weekly.

We are also asking clients who book meetings with our lawyers to take a LFT 24 hours before attending our offices. We understand this is a matter of personal choice so we won't be requesting proof of a negative LFT but we do hope you will take a test to help us to limit transmission of COVID-19.

LFTs provide results within 30 minutes and can be done easily by yourself at home, with instructions on how to do this provided with each test.

You can order a LFT from the Government website: [gov.uk/order-coronavirus-rapid-lateral-flow-tests](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests) and they usually arrive very quickly.



*If your test is positive then you will need to cancel your appointment with us and follow the appropriate government guidelines.*

## Symptoms

Please do not enter the premises if you are, or anyone you have been contact with is, experiencing any symptoms of Covid-19 which include:

- Dry persistent cough
- Raised temperature
- Sore throat
- Loss of smell or taste



## Accessing the building

Wait for guidance from a member of staff if you are coming into the building and they will escort you to the meeting room.



## Sanitise your hands and put on a face mask on entering the building

We have sanitising solution and can provide single use face masks for you to use if you do not have your own.



## Use of facilities

Only use the designated toilet/washroom facilities



## Practice social distancing

Please maintain a two metre distance between you and our staff



## Other requirements

- Try not touch anything unnecessarily
- Avoid touching your face
- If you sneeze or cough catch it in a tissue or your sleeve



The office will be cleaned regularly and between client visits to keep you and our staff safe

