



You SHOULD NOT attend...

if you are experiencing any symptoms of COVID-19, been in contact with someone with symptoms, or been contacted by the Track & Trace service and asked to isolate.

Arriving



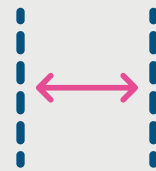
Entering an office

When entering an office, you will be asked to wait in reception whilst the person you are meeting is called.



One in one out

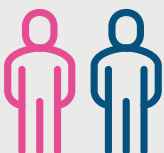
Some offices operate a one in one out policy.



Social distancing

You will be asked to observe social distancing rules.

Inside an office



The person you are meeting

You will be led by the person you are meeting to an appropriately sized meeting room where social distancing can be observed.



One-way system (at some offices)

Please follow the direction arrows and signage.



Leaving an office

You will be shown out of the building by the person you are meeting.



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Hygiene



When you arrive

You will need to follow the hygiene measures in place upon arrival and use hand sanitiser on entering the offices.



Face masks

If you are attending any of our offices, you will be asked to wear a face mask. Face masks will be supplied if you do not have one.



Before leaving

You will be asked to use the hand sanitiser before exiting the building.

Your meeting



Client meetings

Client meetings will be by appointment only.



Refreshments

We are unable to provide refreshments, but you are welcome to bring your own water (and we ask that you take the container away with you after the meeting).



Signing documents

Should you need to sign something, we will provide pens, but if you wish to bring your own please do.