

Social Distancing Protocol - Face to Face Meetings

Please be aware that we have the following protocol in place for socially distanced meetings:

- I. Please do not arrive before your appointment time, this is to minimise your waiting time in our Main Reception area.
- II. We will provide hand sanitiser for you – but please wash your hands before leaving your home/office for the meeting. Please be assured that your representative here will have sanitised their hands before your meeting.
- III. When visiting the office, you must have a face covering with you, and you will be required to put it on before entering the building. You will need to wear your face covering for the duration of your visit. If you are exempt from wearing a face mask please advise us immediately upon arrival by producing your exemption card.
- IV. Please scan our QR code when entering Reception, if you are using the NHS COVID-19 app.
- V. Your representative here will not shake your hand when greeting you, in order to maintain a safe level of contact.
- VI. The social distancing rules will apply at all times.
- VII. Please try to avoid touching any surfaces on your way into and out of the meeting.
- VIII. Please bring your own pen/paper into the meeting (where appropriate).

REMINDER: You should not come to our offices if you have coronavirus symptoms, if you have tested positive for COVID-19 or if you have been instructed by the NHS to self-isolate.

Please be assured that any tables, chairs etc. will be deep cleaned/disinfected immediately after and also before any client meeting.