



## **Visitor Instructions**

### **Remote Meetings**

Where possible meetings should be conducted remotely by phone or by video-conference, but where a physical meeting is needed it should be pre-booked.

### **Covid-19**

If you have booked a meeting please do not come to our offices if in the last 7 days you have suffered symptoms or tested positive for Covid-19, or if someone you live with has suffered symptoms or tested positive in the last 14 days.

### **Covid-19 Secure**

Our offices are operating in compliance with government directions including the following which apply to all visitors:

- Please use hand sanitiser on your arrival
- Please follow any instructions given when directing you to a meeting room or to deal with your delivery or service

### **Social Distancing**

We are maintaining the social distancing of 2m in our offices.

### **Face Coverings**

All visitors are required to wear a face-covering before entering our buildings which should remain in place until they leave, unless there is a reasonable reason for removing it.

### **Meeting Rooms**

Please listen to instruction provided on arrival. Please do not move any of the chairs from their marked positions. When your meeting is finished you will be given instructions on how to leave.

### **Refreshments/Conveniences**

We are unable to offer refreshments during meetings and we request that our bathroom facilities are used only if unavoidable.

Thank you for your understanding.