

VISITING US FOR A MEETING?

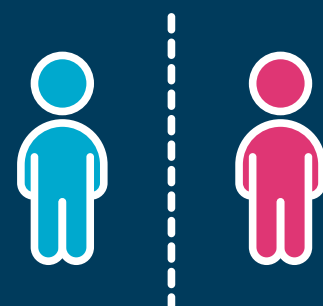
AS LIFE STARTS TO RETURN TO A SENSE OF NORMALITY, WE LOOK FORWARD TO WELCOMING YOU TO OUR OFFICES FOR FACE TO FACE MEETINGS.

SAFETY IS STILL OUR BIGGEST PRIORITY TO PROTECT BOTH YOU AND OUR TEAM, SO PLEASE READ THROUGH THIS INFORMATION BEFORE YOU VISIT OUR OFFICES.

WHAT WE NEED YOU TO DO:

- PLEASE LET US KNOW HOW MANY PEOPLE WILL BE ATTENDING THE MEETING WITH YOU IN ORDER FOR US TO ALLOCATE A SUITABLE MEETING ROOM
- BRING A FACE COVERING WITH YOU. FACE COVERINGS ARE NOW MANDATORY WHEN VISITING OFFICES.
- DO NOT ATTEND YOUR MEETING IF YOU OR ANY OF YOUR HOUSEHOLD ARE EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS:
 - A HIGH TEMPERATURE
 - A NEW, CONTINUOUS COUGH
 - A LOSS OR CHANGE TO YOUR SENSE OF SMELL OR TASTE

SOCIAL DISTANCING



- CAPACITY IN MEETING ROOMS WILL BE SET TO ADHERE TO SOCIAL DISTANCING.
- MEETING APPOINTMENT TIMES WILL BE STAGGERED THROUGHOUT THE DAY TO LIMIT CONTACT WITH OTHERS.
- PLEASE DON'T BE OFFENDED IF WE SKIP THE TRADITIONAL HANDSHAKE FOR NOW!

CLEANING



- ALL MEETING ROOMS WILL BE CLEANED AND DISINFECTED THOROUGHLY BEFORE AND AFTER EVERY SINGLE MEETING.

HYGIENE



- HAND SANITISER IS AVAILABLE AT THE ENTRANCE OF THE BUILDING, IN RECEPTION AND IN ALL MEETING ROOMS. WE ENCOURAGE YOU TO USE THIS FREQUENTLY.
- IF YOU DO NOT BRING YOUR OWN FACE COVERING, WE CAN PROVIDE A FACE MASK ON YOUR ARRIVAL.