

COVID-19: A GUIDE FOR VISITORS

To learn more about how Hewitsons are supporting our clients, our communities and our colleagues, please visit <https://www.hewitsons.com/covid-19>

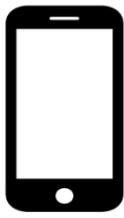
We have implemented the following safety measures and procedures for the benefit of our colleagues, visitors and our clients.



Schedule Meeting

Once we have agreed a time and location for our meeting we will ask you to confirm that neither you, nor any other member of your party, have COVID-19 symptoms, that you should not be self-isolating following foreign travel and that none of you have been in close contact with anyone with symptoms in the last two weeks prior to the meeting.

To ensure our visitor numbers are kept to a minimum, we ask that only you and those whose presence is absolutely necessary for the meeting attend our offices.



On Arrival

Please can you, and every member of your party, wear a face mask. Unless exempt for medical reasons.

If arriving by car you will need to press the buzzer to gain access to our car park.

Please enter the building via our main entrance where you will be greeted by our receptionist who will notify the person you are meeting of your arrival.



Entering the Building

Before entering the building we will ask you to wear a face mask, unless you are exempt for medical reasons.

As soon as you enter the building we will take your temperature, and that of everyone in your party, by using a temperature gun which we can do from a safe distance. Should your temperature read too low or too high, we will ask you to wait for ten minutes and then check again. If it hasn't improved, we will reschedule the meeting.

On entering the building we will also ask you to sanitise your hands using the sanitiser provided.



During the Meeting

Unfortunately we will not be able to provide our usual refreshments but we will have individual bottled water available.

Screens will be installed where applicable in meeting rooms.

If documents need to be signed or you wish to make notes could we please ask that you bring your own pen and notebook.



At End of Meeting

At the end of the meeting we will accompany you out through the designated route.

Rules for use of our facilities



We respectfully ask all visitors to observe the following safety measures:-

- Only one person at a time should use our toilet facilities.
- Only one person to use our lift at a time unless they are from a shared household.
- The stairs are to be used to go up the building and to come down and we kindly ask that people respect each other by moving away on the landings to allow people past before carrying on up or down the stairs.
- Masks are to be used by visitors in all the communal areas while in the office.
- Sanitise your hands using the sanitiser provided.

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This document is written as an outline guide only and any action should not be based solely on the information given here. Appropriate professional advice should always be taken in specific instances.

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