

# Peace of Mind: safety measures for office meetings

We have put in place a wide range of measures to keep our clients and colleagues safe.

## Key requirements

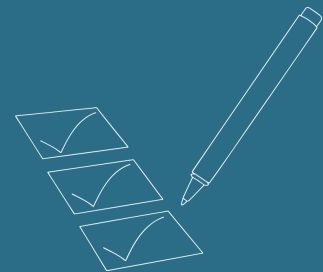
Anyone visiting our offices is required to:

- Sign in and out of the building
- Use the hand sanitiser available on entering the buildings
- If they wish to, clients and visitors can use the NHS COVID-19 app to scan the QR code displayed at our offices.



## Meeting procedures

- All meetings must be pre-booked
- Rooms will be cleaned between meetings
- Refreshments will be available.



## Dropping off documents

- Clients can continue to drop off documents in the letter boxes outside both our offices
- Larger documents, bundles of papers, keys etc can be left at the special drop off established in both our offices by prior appointment. Please speak to your contact at the firm to arrange this and ensure they are in the office to collect any larger items
- If you wish to speak to your lawyer when dropping off documents, then a meeting must be booked ahead of time.



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