

**COVID-19 Client Safety**

**Checklist**

**Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ref Number (if applicable):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person Visiting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Whilst we are aware that, at times, you will need to attend our offices to sign documents etc, we would ask that you consider whether or not your attendance at our offices is essential at this time.

The wellbeing of our clients, our employees and their families is the highest priority and we would ask you to consider whether or not you are able to conduct your meeting via any other means or by video conference. While this may not be convenient you will appreciate the need for precaution.

We have put in place a number of health and safety measures including the following:

* Perspex screens have been fitted to our Reception desks;
* There will be no visitor waiting area. You will be taken straight to the meeting room where social distancing will be in place. If you are early for your meeting, where possible we will ask you to wait in your car.
* If you are only attending our offices to drop documents, there will be a secure drop box available in Reception in order for you to do so.
* We have put in place an hourly cleaning schedule of touch points, e.g. lift buttons, door handles etc.
* There will be facemasks and gloves available for your use if required;
* There will be a dedicated toilet available for use of clients only.
* We will no longer be offering refreshments to visitors.
* There are restrictions in place for the amount of attendees at meetings so please only attend if you need to do so. Seats in each meeting room will be placed 2 metres apart.
* Please make sure that you wash your hands upon arrival at our offices using the hand gel or disinfectant soap in the toilet provided.

Please be aware that there is a push button system to gain entry into out Maidstone office car park. We would advise that you use a stylus or ordinary pen to push this button in order to call our Main Reception.

Before attending your meeting we would ask that you confirm the following:-

* That you or any member of your household do not have a high temperature or a new persistent cough;
* Please let us know if you have anyone in your household who is a vulnerable person by virtue of age, underlying health condition, clinical condition or pregnancy;
* Are not living with someone in self-isolation or with a vulnerable person

We are grateful for you adhering to these guidelines which have been introduced for your safety. If you have any queries please do not hesitate to contact the member of staff handling your matter.

**I hereby sign to confirm that I have read and understood the above and will, ensure that the procedures are followed whilst attending any of your offices.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_