

Covid 19 Meeting in the Office Policy

Martin Shepherd Solicitors is committed to safeguarding the health, safety and welfare of all staff and clients.

This commitment extends, so far as reasonably practicable, to ensuring that our operations and activities do not place our staff and clients at risk of harm, injury, illness or damage, which includes awareness & due diligence around the global public health emergency of the Coronavirus; COVID-19.

We recognise our moral and legal responsibility to provide a safe and healthy work environment in our workplaces for all persons and that the safety and well-being of all persons are being monitored. The UK Government, Department of Health & the WHO; World Health Organisation websites are our resource library for the Coronavirus COVID-19 health alerts which will be reviewed daily.

AIMS AND OBJECTIVES

We will adopt procedures which minimise risks to health, safety and well-being so far as is reasonably practicable.

To achieve this we will provide suitable facilities and train our staff on preventative measures to apply regarding good hygiene practises within the workplace:

Meetings in the Office

When we make an appointment with you we will ask you questions to ensure that it is safe for you and our staff for you to attend the office.

If you have symptoms of Covid 19 or have knowingly been in contact with someone with Covid 19 within the last 14 days or you have travelled abroad within the last 14 days other than to an air stream country you should not attend the office. Symptoms include:

sore throat

cough

fever

runny nose

respiratory problems, trouble with breathing

loss of taste & smell

aching limbs

We will limit the number of clients attending our offices and try to ensure that there is no more than one client(s) in reception at any one time. You will be met

at the entrance to the building and immediately taken to the meeting room at the appointment time. Please try to avoid arriving early to your appointment. We ask that you wait outside until the time of your appointment. If you are early and the weather is bad, arrangements will be made for you to enter the building prior to your appointment, provided social distancing of 2 metres can be maintained.

When seeing clients, we will wear facemasks and ask you to do the same.

Social distancing of at least 2 metres must be observed for the protection of both our staff and you.

Hand sanitiser and anti-bacterial wipes will be available in each meeting room.

Pens will not be shared.

Telephone and Video meetings

We encourage the use of such meetings at these times of social distancing. We have Microsoft Teams for Video Meetings and can arrange telephone appointments.