



COVID POLICY – 14 FEBRUARY 2022

We hope this finds you safe and well.

This Covid policy is an update from our 9 December 2021 policy. As you are all aware, this situation is always changing, and updates will be provided as and when necessary.

No doubt you are receiving this type of email from most businesses you deal with. We appreciate you taking the time to read ours, and your adherence to our policies when you visit us.

As you will know, we share our premises with another firm. We therefore have determined our policies and procedures as a combined group.

We will continue to operate under all settings of the traffic light system under the current Government guidelines. All our staff are fully vaccinated.

We are committed to doing everything we can to enable a safe and healthy environment for our staff - some being vulnerable health-wise, as well as for our clients and other visitors.

Unvaccinated visitors will no longer be permitted on the premises. Only visitors who are able to produce a vaccine pass, who scan the QR code or sign in and who wear a face mask throughout their visit to our premises will be admitted. Anyone who presents themselves to reception who is unable to comply with these requirements will be politely asked to leave immediately and will be provided contact details (Richards Business Card) to enable Richard & you to make alternate arrangements.

Our Procedures

Meetings

Meetings are generally organised beforehand. We would encourage you to give us a call first if planning on dropping into our office.

When you call to make an appointment, I will ask if you are fully vaccinated and if you are comfortable presenting your My Vaccine Pass to us on arrival. If so, we will email you with the detail of our office policies and procedures prior to the meeting taking place. We will require you to scan in and wear a mask.

If you are feeling unwell or showing flu-like symptoms, we ask that you do not visit our office. Please contact our office to arrange another appointment time.

If you are unwilling or unable to present your My Vaccine Pass please contact me. Between you and I we will make it work.

Leaving documents

You are encouraged to leave any documents or records on the table inside the front door. A notice is affixed to the table informing you of what to do.

Should you come upstairs only for the purpose of leaving off documents, you will be politely encouraged to leave any documents/records on the table on future visits.

Thank you for doing your best to look after our staff.