

Dear Clients and Guests

We are delighted to welcome you back to our offices!

As part of our health and safety policies, we are taking the following measures to help minimise the risk of catching or spreading the coronavirus (COVID-19):

1. Social courtesies

When conducting meetings, we have advised our teams to suspend the usual social courtesies such as shaking hands and offering refreshments.

2. Social distancing in meeting rooms

The number of people allowed in our meeting rooms are limited so that we can adhere to the government guidelines on social distancing.

3. Meeting appointments

Wherever possible, we would request that appointments are pre-arranged but if you visit our offices without prior appointment, we will try to accommodate your request whilst ensuring that we can continue to follow the guidelines on social distancing.

4. ID certifications

When requesting ID certifications, our legal team will request that you briefly remove your face masks/face coverings.

5. Remote facilities

Where appropriate, we also offer comprehensive facilities to enable meetings to be conducted remotely such as telephone/video conference instead of face to face meetings.

6. Brief reminder of NHS hygiene advice

Wash your hands often with soap and water for at least 15-20 seconds. If soap and water are not available, use a hand sanitiser which are available in our facilities.

Avoid touching your eyes, nose and mouth with unwashed hands.

Coughing etiquette - cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For up to date advice please visit the www.nhs.uk/conditions/coronavirus-covid-19/ which contain up to date information.

Thank you for your anticipated assistance, and we do look forward to continuing to service your legal needs whilst remaining vigilant and following these simple preventative measures.

Ellisons Solicitors