

# Meetings at Hazlewoods offices: advisory protocol for visitors

We are looking forward to welcoming you to our offices and are pleased to share with you our information and guidelines on how we are maintaining a COVID-19-secure environment.

- All of our offices and meeting rooms have social distancing and additional sanitisation measures in place, tailored specifically to the nature of each location.
- Meeting rooms will be sanitised prior to your visit and on your departure.
- Please note that all visitors must wear a facemask in communal areas.
- To help us ensure your safety, and the safety of our staff, please take a moment to read the following guidelines prior to your visit.
- We will provide hot and cold drinks during meetings.
- The host will make sure the meeting concludes on time to allow the room to be sanitised ahead of the next meeting.

## **PRIOR TO THE MEETING**

- When arranging your meeting, your host will ask you to declare that you are not experiencing any COVID-19 related symptoms or whether you have any concerns regarding potential virus exposure. If you subsequently experience any symptoms prior to attending the meeting, we ask that you please contact your meeting host to re-arrange.
- To enable us to maintain social distancing, please do not bring other people to the meeting unless essential or needed for your support.

## **WHEN YOU ARRIVE AT OUR OFFICES:**

- Parking will be available as usual in our visitor spaces.
- Please arrive on time for your appointment.
- Please do not come into the building before your allocated meeting time.
- Your host will meet you in reception and show you through to your meeting room. We ask that you use the hand sanitiser on entry to the building.
- All visitors to our offices are required to wear a facemask in communal areas.

## **DURING THE MEETING:**

- Visitors may wear a face mask if they prefer.

## **AFTER YOUR MEETING:**

- If you feel unwell and develop COVID-19 symptoms in the days following your visit, please notify your host.
- We will contact you if we become aware of COVID-19 symptoms being developed by a person with whom you were in contact during your visit.
- We will be reviewing our procedures as the situation evolves and any feedback you are able to provide us about your meeting experience would be gratefully received to ensure that we can sustain a safe and efficient environment for our clients and visitors. Please feedback to your host.

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