

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.

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. Please also bring essential belongings only, these should be sanitised prior to arrival.

WHEN YOU ARRIVE AT OUR OFFICES:

- Parking will be available as usual in our visitor spaces.
- Please arrive on time for your appointment as we are operating a strict staggered meeting timetable to maintain social distancing and arriving late may result in you missing your meeting.
- 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 must wear a facemask in communal areas. There will also be gloves available, should you wish to use them.

DURING THE MEETING:

- We will not be providing refreshments during meetings, but you are welcome to bring your own bottle of water or sealed drink with you.
- Each meeting is restricted to the allocated time and your host is instructed to make sure that your meeting concludes on time.
- At the end of your meeting, your host will guide you out of the office following the directional social distancing measures.
- Visitors may wear a face mask if they wish.

AFTER YOUR MEETING:

- If you feel unwell and develop COVID-19 symptoms in the seven days following your visit, please notify your host.
- We will contact you if, within seven days of your meeting, 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. You can give this feedback to your host.

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