

## Coronavirus – Update

With the continued uncertainty surrounding COVID-19 we would like to reassure you that we are committed to ensuring the safety of our staff, clients and visitors. We are taking all the necessary steps in accordance with the guidance issued by Public Health England and the NHS to protect all concerned.

To ensure compliance with the latest social distancing guidelines, many of our staff are continuing to work remotely. However, our offices are now open again for **pre-booked** face-to-face appointments. We are committed to ensuring that our staff, clients and visitors remain as healthy as possible. To this end we respectfully ask you to observe the following guidelines upon arrival at our offices and when in our offices:-

- Please use the hand sanitiser provided upon arrival and when leaving.
- You will be asked to take your temperature and show this to the receptionist.
- Please maintain an appropriate distance from our receptionist and staff in accordance with social distancing guidelines.
- We will, respectfully, not offer to shake your hand during the current crisis.

Telephone and video appointments are also available if you prefer not to visit us.

Whilst we are all in uncertain times we are committed to keeping the business operational and ready to assist you with your legal needs. We thank you for your continued support and cooperation.

The Partners P & B

Updated - 29<sup>th</sup> June 2020