



## Coronavirus – Update

We are aware of the lifting of the remaining Covid-19 restrictions from 19<sup>th</sup> July 2021 but we still need to act cautiously to stop the spread of the virus. The delta variant is more transmissible and people visiting this firm may be contagious without knowing it. Many people are not yet fully vaccinated, so cutting virus transmission is still important. We would like to reassure you that we continue to be committed to ensuring the safety of our staff, clients and visitors. . To this end, we respectfully ask you to observe the following guidelines upon arrival at our offices and when in our offices:-

- Before entering our offices, you are expected to wear a face covering and must keep it on until you leave, unless there is a reasonable excuse for removing it.
- Please use the hand sanitiser provided upon arrival and when leaving.
- Please maintain an appropriate distance from our receptionist and staff and when entering the building please be mindful of anybody else in the reception area and maintain social distancing.
- 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.

We have procedures in place internally to ensure our Staff can stay safe within our offices. This includes:-

- Staff must wear face masks when not in their own office.
- All rooms reconfigured to ensure social distancing can be maintained at all times.
- A liberal supply of hand gels, antibacterial wipes and sprays available around the whole office.
- Perspex screens to protect staff where we or they feel they would like extra protection in shared office areas.
- Social distancing is to be adhered to in shared spaces.

Whilst we are all still 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

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