



CHAVEREYS

Information for Visitors - Covid-19

We are following the Government guidance on Covid-19 and have also introduced measures following a risk assessment to enable us to continue working with our clients and to keep our staff safe when working in the office, or at home, and also to keep our clients safe when visiting our offices.

Measures we have taken

We have carried out a risk assessment and the following measures have been implemented to reduce the risk to a minimum:

- Our offices were deep cleaned prior to re-opening and were bio-fogged
- Our offices are cleaned Mon-Fri
- We have marked out social distance areas and increased signage to make staff and visitors aware of the need to social distance
- Hand washing/sanitising stations have been installed in all meeting rooms and office areas
- We have reduced the office occupancy capability and installed desk screens and issued new guidelines/procedures for staff to follow
- We have a one-way system in place in the main office to reduce the opportunities for contact

Guidance for visitors to our office (meeting suite)

To limit the exposure to risk we have:

- kept our reception and meeting suite shut; opened on a 'by appointment' basis only.
- minimised non-client and staff visits to our meeting suite and arranged for the meeting suite to be cleaned after each use.
- installed hand sanitiser stations in all meeting rooms and in the reception area
- limited the number of participants allowed in our meeting rooms and removed any excess chairs
- removed moveable contact items such as pens, pads, water bottles
- increased signage reminding visitors of the need to social distance and sanitise hands on arrival.

We request that our visitors:

- Follow the social distancing and hand washing measures at all times when on site.
- Wear a face covering at all times when visiting us, in accordance with the Government Guidance, unless you are exempt.
- Postpone an agreed meeting if feeling unwell or experiencing symptoms of Covid-19, giving us as much warning as possible.