

COVID-19

A GUIDE FOR VISITORS

As a firm, we have undertaken a full risk assessment in all our offices and introduced a series of safety measures for the benefit of our staff, clients and visitors.



Arranging your meeting

Your host will schedule your meeting as normal and confirm the details to you along with safety information relating to the office you are visiting. In addition, you will be asked to complete a Health Declaration either by email or over the phone.

The Health Declaration simply requires you to confirm that you are not suffering from COVID-19 symptoms, you have no reason to believe you could have been exposed to COVID-19 and you haven't recently (within the last 14 days) returned from a high risk area.

On arrival at the office

Please use the entrance as requested by your host and be aware that the entrance door to the office will be locked. Please ring the doorbell and you will be greeted by a member of the Ensors team who will take your contact details for NHS Track & Trace purposes. We also have a QR code on display and, if you have downloaded the NHS app, we encourage you to 'check-in'.

We will ask you to check your temperature using the contact free, wall mounted sensor and use the hand sanitiser that will be available. In addition, we ask that you wear a face covering whilst in reception unless, of course, you are medically exempt.

Your host will also wear a face covering and will join you in reception to show you to the meeting room. Once in the meeting room, face coverings can be removed as the room will be laid out to be socially distanced.

During the meeting

Your meeting room will be compliant within COVID-19 guidelines and your host will ensure the room is properly ventilated.

We are able to provide refreshments for your meeting and toilet facilities are available should you require.

We recommend that you bring your own pen and pad of paper in case you need to sign any documents or wish to make notes.

On departure

At the end of your meeting your host will accompany you back to reception. We ask that face coverings are worn until you exit the building.

Thank you for your consideration.