

Procedures for Meetings due to Covid-19

The safety of our employees and clients are our top priority. As a result, we have put together this handy sheet with tips on how we are keeping you safe during our meetings.

Wash your hands

Before arriving at your meeting, please ensure your hands are washed.

If you don't have access to wash your hands, please use hand sanitizer.



Only 2 people

To ensure social distancing can take place, 2 people maximum are allowed at the appointment.

You must be from the same household and no children are allowed to attend.



Check for symptoms



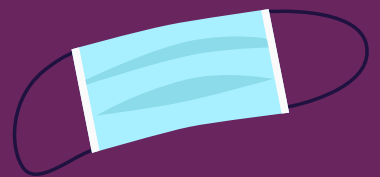
If you are experiencing any symptoms of the COVID-19 virus, please let us know as soon as possible as your appointment will need to be cancelled.

2 metre distance



Our adviser will maintain the advised distance as required and we will use perspex screens in smaller offices.

PPE



Our staff will be equipped with masks, gloves, wipes and hand gel.

Please inform us if you would like us to wear a mask.

Before your appointment

Before your appointment, our team will ask you a few safety questions to ensure you are safe enough to come to the appointment.

- If you or anyone in your household has had or has symptoms of the virus.
- If you or anyone in your household has been in contact with anyone with or showing symptoms of the virus.
- If you are in the high-risk category.



Wipe down

Before and after your appointment, please wipe down all surfaces, handles and switches. All doors will be opened prior to your appointment.

During your appointment, please refrain from touching anything unless absolutely necessary.

