

# Meetings at Lodders' offices: advisory protocol for visitors

Updated on 9<sup>th</sup> October 2020

We are looking forward to welcoming you to our offices and are pleased to share with you our information and guidelines on how we are maintaining a COVID-secure environment.

All of our offices and meeting rooms have social distancing and additional sanitisation measures in place, tailored specifically to the nature of each location. Meeting rooms will be sanitised prior to your visit and on your departure.

Please note that all visitors must wear a facemask when visiting our offices in line with the updated government legislation. There are NHS QR codes available unique to each location should you wish to use them.

**To help us ensure your safety, and the safety of our staff, please take a moment to read the guidelines below prior to your visit.**

## Prior to the meeting

- When arranging your meeting, your host will ask you to declare that you are not experiencing any virus-related symptoms or whether you have any concerns regarding potential virus exposure. If you subsequently experience any symptoms prior to attending the meeting, we ask that you please contact your meeting host to re-arrange.
- To enable us to maintain social distancing, please do not bring other people to the meeting unless essential or needed for your support. Please also bring essential belongings only.

## When you arrive at our offices

- Parking will be available as usual in our visitor spaces.
- Please arrive on time for your appointment as we are operating a strict staggered meeting timetable to maintain social distancing and arriving late may result in you missing your meeting.
- Please do not come into the building before your allocated meeting time.
- Your host will meet you in reception and show you through to your meeting room. We ask that you use the hand sanitiser on entry to the building.
- In line with new government legislation, we are required to ensure that all visitors to our offices wear a facemask. There will also be gloves available, should you wish to use

them.

### During the meeting

- We will not be providing refreshments during meetings, but you are welcome to bring your own bottle of water or sealed drink with you.
- We are also adhering to government advice in relation to the use of air conditioning, which means it can be warm in our offices on hot days, so please dress appropriately for the temperature and your comfort.
- At this time, each meeting is restricted to one hour and your host is instructed to make sure that your meeting concludes on time unless extended with prior approval.
- At the end of your meeting, your host will guide you out of the office following the directional social distancing measures.

### After your meeting

- If you feel unwell and develop COVID symptoms in the seven days following your visit, please notify us.
- We will contact you if, within seven days of your meeting, we become aware of COVID symptoms being developed by a person with whom you were in contact during your visit.

We will be reviewing our procedures as the situation evolves and any feedback you are able to provide us about your meeting experience would be gratefully received to ensure that we can sustain a safe and efficient environment for our clients and visitors.

You can give this feedback to your host, or by emailing our Operations Director Alexis Nicholls at [alexis.nicholls@lodders.co.uk](mailto:alexis.nicholls@lodders.co.uk).