

COVID 19 – From 25 February 2022

Visiting our offices – what you need to know

Our utmost priority is the safety and wellbeing of our People, Clients and Visitors.

You are receiving this document, as you have been invited to visit one of our offices. Please read the following safety information carefully in advance.



Remote working

- All of our team is set up to meet your needs remotely, by phone, email or video call if needed
- Access to our office is available but we recognise that in certain circumstances you may want to have a video call
- If you are invited to a meeting but feel that is unnecessary, then please let your contact know
- We also reserve the right to apply a risk assessment approach should excessive meetings be required



Accessing our facilities

- Your Thomas Westcott contact will confirm your face-to-face meeting
- They will provide you with local parking details and information on how to access the premises you are visiting
- Our reception team will welcome you to the building and will provide any guidance required



Our expectations from visitors

- No one should visit our offices if they are feeling unwell – refer to guidance on self-isolation and do not put others at risk
- If you feel unwell call ahead and explain and rearrange the meeting
- We have hand sanitising stations and hand washing facilities for your use
- When moving about our offices we expect everyone to wear a face mask (unless in exempt cases)
- Please take note of our signage and follow social distancing at all times
- Please follow the instructions provided by your Thomas Westcott contact who will provide any guidance required