

## COVID 19 STATEMENT

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Due to the risks posed by COVID 19, and in the interest of both client and staff safety, Williamsons Craig LLP is currently open, but on an appointment only basis.

Whilst we do like to see our clients we would ask that all appointments are pre-arranged at least 48 hours in advance. Regrettably we will not be able to see any clients or members of the public who attend without a prior appointment.

When attending our offices we would ask that you please adhere to the following procedures and policies:

1. Please ensure that you attend our offices **on time**. Late attendances **will not** be seen;
2. Our offices are currently locked. When you arrive outside **please call** (01434 602643/606308) and a member of staff will then let you in;
3. When you enter our offices you **will be** asked to use the hand sanitiser provided **even if** you are already wearing gloves or have sanitised your hands before entering the office;
4. The appointment will be for a maximum of two clients as we do not have facilities to accommodate the social distancing rules for more than two clients at a time;
5. We do not have facilities for those who may bring a client to a meeting at our offices to wait on the premises. If a neighbour / relation / friend brings a client to the office they will be asked to wait outside;
6. Hand sanitiser is available in our offices **however** you should bring your own gloves and/or mask/face covering if required;
7. **Please bring your own black pen for the execution of any documents;**
8. All appointments are to last no more than 1 hour to ensure sufficient time for cleaning between each appointment;
9. When the appointment has finished please leave the meeting room and wait at the allocated marker at the bottom of the stairs, this is in order to allow the member of staff sufficient space to vacate the meeting room and unlock the main door to allow you to leave;
10. **DO NOT** attend our offices if either:
  - a. you or a member of your household is currently self-isolating due to COVID 19; or
  - b. you or a member of your household is showing any symptoms of COVID 19.

**Whilst all reasonable precautions, policies and procedures have been put in place to mitigate the risk posed by COVID 19 it is not possible to eradicate this entirely. If you are uncomfortable with attending our offices, please contact us to discuss alternative arrangements.**