

MOSS SOLICITORS LLP

COVID-19

IMPORTANT INFORMATION FOR ALL VISITORS

- Our office is a COVID-secure workplace which means we have followed government guidance to ensure it is as safe as possible for all our staff and visitors.
- Please do not attend without a prior appointment.
- Please do not attend if you should be self-isolating according to government guidance, for whatever reason.
- You must wear a face covering in our office.
- Only those required to attend should enter the office.
- If you are clinically extremely vulnerable, please let us know in advance.
- For the health and safety of you and our staff we have introduced various measures to maintain social distancing of 2 metres, wherever possible, and to reduce the risk of any transmission of the virus.
- Please use the alcohol-based hand sanitizer dispensers in reception on arrival and departure.
- Protective screens are installed in reception and available in all our meeting rooms.
- Alcohol-based hand sanitizer and wipes are available in all our meeting rooms.
- When dealing with you, our staff will wear face coverings or face visors and/or protective screens.
- If you are using one of our meeting rooms, you and the person you are meeting may remove your face coverings but only if you both agree, a protective screen is used and standard hygiene measures are followed.
- Please follow our signs and any instructions from our staff regarding social distancing or other hygiene measures.
- Please bring and use your own pen and paper to any meetings, to avoid the need to share such items.
- If you are just making a delivery, consider using our letterbox which feeds directly into our front office team.
- If you wish to make a payment please consider doing so via our website under 'online services' or by bank transfer or by card over the phone, rather than attending the office.