

## GUIDANCE FOR VISITORS TO HUGHES PADDISON OFFICES

The directors are pleased to inform you that our offices are open. We currently welcome clients by appointment only. If you need to come and see us, please call and make an appointment on 01242 574244.

We would like to reassure you that we have in place measures that will ensure our business continues to operate at its usual capacity providing the high level of service that is expected of us.

Please note that if you have an appointment and are feeling unwell with any of the COVID-19 symptoms then you should not attend our offices for your scheduled meeting. We will be happy to make alternative arrangements to meet you on video conference or have a telephone conference call.

When you arrive at our offices, please observe the current Government Guidelines, our office protocols and please also follow directions given to you by our staff. Please ensure you use the hand sanitisers provided on entering and moving around within our premises.

We would ask you to bring your own pen (and paper if you require it) and please refrain from hand shaking or other physical contact with our staff. Unfortunately we will not be able to offer you any refreshments during your visit to our offices.

Thank you for working with us to ensure a COVID-19 secure environment. If you have any concerns, or questions please raise them with the person you are meeting.

Thank you.