

JULY 2020

KEEPING OUR STAFF AND CLIENTS SAFE

The Family Law
Company



VISITING OUR OFFICES

We are currently still closed for routine face to face client meetings. We want to limit the chance of spreading Covid-19 and are asking that staff where possible still work from home.

This means that instead of being invited into the office we will talk with you via phone, email or video call which ever works better for you.



EXCEPTIONAL CIRCUMSTANCES

There may be times when face to face meetings are unavoidable for example a Court hearing and we have instigated a clean room facility.

A dedicated room is available (in exceptional situations) which prior to the meeting has been cleaned and sanitised.

Clients upon entering our offices will be asked to sanitise their hands and social distancing procedures will be implemented.



KEEPING OUR EMPLOYEES SAFE



We have carried out a risk assessment across our offices to ensure that our employees can work in a safe environment. We continue to keep in touch with our colleagues to ensure they feel safe in their working environment.

Examples include:

- Installing perspex screens in reception and open plan areas.
- Encouraging working from home where possible with a daily rota to limit the number of staff in our offices,
- Installing hand sanitising units and extra hand washing facilities.
- Carrying out regular deep cleans of the office.
- One way system implemented in buildings where this is possible.
- Limiting use of lifts and encouraging use of the stairs.

If anyone becomes unwell with a new continuous cough and/or a high temperature and/or a loss of sense of taste /smell, in the workplace they will be sent home and advised to follow the stay at home guidance.

Prevent the spread of COVID-19 in

7 STEPS

- 01** Wash your hands frequently
- 02** Avoid touching your eyes, nose and mouth
- 03** Cover your cough using the bend of your elbow or a tissue
- 04** Avoid crowded places and close contact with anyone that has fever or cough
- 05** Stay at home if you feel unwell
- 06** If you have a fever, cough and difficulty breathing, seek medical care early — but call first
- 07** Get information from trusted sources

SOURCE: WORLD HEALTH ORGANIZATION