

**GUIDANCE FOR VISITORS TO CHAMBERS DURING THE CORONAVIRUS PANDEMIC (COVID-19)**

**Introduction**

1. During the course of the ongoing pandemic Chambers will endeavour to ensure that we continue to offer all clients the high level of service which they are entitled to expect. Due to the risk to health and safety of Chambers’ staff, members and visitors restrictions have necessarily had to be put in place in relation to meetings in person held within Chambers.
2. Such meetings will be held where the professional / lay client and member of Chambers considers it to be necessary. Other options will be considered to see if the meeting can instead be offered on a remote basis. Chambers has in place systems for offering meetings remotely and all members and staff are capable of putting in place arrangements for remote meetings.
3. If a meeting is organised to take place in Chambers attendance should be kept to the minimum number of people necessary. Please inform the Clerks of how many people will be attending in advance. Chambers has in place state of the art facilities for organising remote attendance for individual participants within our conference rooms.
4. If attendance in Chambers is required then this guidance will show what visitors to Chambers can expect when visiting.

**Before you arrive at Chambers**

1. When your meeting is organised please ensure that Chambers is aware of the identity of each individual who will be attending in person at the premises.
2. We require that every attendee fill out and return the health declaration form (which has been emailed to you with this document) prior to arriving at Chambers. If you are unable to fill out the declaration form please let us know and we will make any necessary alternative arrangements.
3. We also request that, prior to your attendance, you undertake a lateral flow test and only attend Chambers if the result is negative.

**On arrival at Chambers**

1. On arriving at our main entrance the door will be locked, please ring the bell to be buzzed in. Before you are able to enter you will be asked if you are suffering from any of the main known symptoms of Covid-19.
2. Hand sanitiser is provided in the main vestibule prior to reception and we ask that all visitors to Chambers make use of this before approaching reception.

**Once Inside**

1. Refreshments and toilets are available for the use of visitors to Chambers. All parts of Chambers are subject to a thorough cleaning regime and, beyond this guidance note, an extensive policy has been developed to keep everyone going into Chambers as safe as possible.
2. If you have any questions with regards to your personal situation or with regards to this guidance note please don’t hesitate to get in touch with us and we will be happy to assist you.

**Paul Cray, Chief Executive**

**Farrar’s Building**

**14th February 2022**