

Procedures for meetings at the offices of Backhouse Jones Limited

Our main focus is to ensure the safety of our clients and our staff. On entering the building please use the sanitiser from the wall dispenser situated on the wall immediately on the reception desk on the left as you enter building. Backhouse Jones are situated on the first floor. On arrival at the first floor please wash your hands with soap and hot water for at least 20 seconds in the toilet facilities. These facilities are restricted to two people at any one time, or alternatively on entering reception please use the sanitiser on the right next to the reception desk. You will be asked to sign in, please wherever possible use your own pen, if you are unable to do this, a pen will be supplied for you to keep (please be aware of social distancing when entering this area). The receptionist will direct you to a boardroom to await the solicitor(s)/member of staff you are meeting. None of our members of staff will be able to shake hands or have physical contact. Unfortunately, we may be unable to dispense beverages safely and therefore suggest that you bring any drinks required with you.

Attendees will be asked to sit in a fashion that will enable them to maintain social distancing. Where this is not possible attendees and the solicitors in attendance will be asked to wear a face covering in line with the current government guidance, these can be provided upon request, although we appreciate visitors may prefer to bring their own. If you cannot wear a face covering for medical reasons, please let us know in advance of the meeting. Numbers of attendees will be restricted to allow for social distancing.

If you are in the vulnerable or extremely vulnerable category of people or you have a persistent cough, lack of taste or smell and/or a temperature please do not attend our offices. If necessary, a telephone conference can be arranged.

On conclusion of the meeting please sanitise, or preferably wash your hands, again for 20 seconds in warm soapy water before leaving the first floor and sanitise from the wall mounted dispenser in the main reception downstairs before going through the front door.

It would be extremely helpful if any documentation could be sent electronically prior to the meeting to the solicitor(s)/member of staff in question.

Should you have any questions regarding the above please do not hesitate to contact the office on 01254 828300.