

Policy and Guidance

The health and safety of our staff and visitors to our office is our top priority. Therefore, in response to the Coronavirus (COVID-19) we have implemented new policies to help us prevent the spread of the virus and limit the impact on our community. These will be updated regularly as government guidance changes.

On 20.12.20 Wales was once again placed in “lockdown” with the rules applying as if we are in a Tier 4 area. This has been reduced gradually since March 2021 however we continue to be guided by Welsh Government guidance.

All employees are set up to work from home remotely however it is our view that it is necessary that we remain open for business with the office “manned” working hours Monday to Friday. A schedule is in place as marked in the diary noting who is in the office on what days.

The government rules are that solicitors can allow clients to visit them in their office or at the client’s home if necessary. Hospitals that we frequent are now also allowing solicitors to visit clients on the ward. We are therefore seeing clients face to face however this is done on a case by case basis with the fee earner being responsible for ensuring they have made the necessary enquiries with the client or nursing staff about each particular client i.e. will they adhere to social distancing guidelines and wear a mask. This is done in conjunction with appointments via telephone, video call and correspondence, both post and email.

As we are limiting capacity in the office, attendance is strictly by prior appointment only.

Cleaning

We have implemented enhanced procedures in our office to protect our employees and visitors. These include;

- Cleaning shared surfaces regularly with disinfectant
- No shared office space, with staff responsible for regular cleaning of own workstations
- No shared kitchenware/cutlery
- No visitors to be allowed into the office, without prior appointment and agreement as to procedure to be followed

Hygiene and Distancing

Please follow these important guidelines about hygiene and distancing:

- Wash your hands frequently and properly, using soap for at least 20 seconds.

- Use a tissue, your arm or sleeve when coughing or sneezing, please dispose of tissues immediately into a bin and wash hands or use sanitizer regularly
- Refrain from touching your face. If you do, please wash your hands afterwards.
- Use the hand sanitiser provided in the office.
- Wherever possible, please maintain a distance of 2m from others.
- Follow any other guidance indicated in the office.

If you are sick, please do not attend our offices

For the safety of our staff and community, employees are required to following the latest government guidance on self-isolation and reporting. At this stage this requires an individual to stay at home and follow the procedures for testing and self-isolation for at least 10 days. If you have attended the office, please report any sickness to us immediately, so that cleaning procedures can be followed as appropriate.

Using our offices

- Please be alert and maintain social distancing in our office by staying 2m apart.
- Please wear a face covering when moving through the communal areas of the office; this can be removed once seated in our meeting room
- Follow the above hygiene guidance
- If you need to use any equipment, please think about whether this will be shared with others – wash your hands before using the equipment and wipe the equipment with the materials provided afterwards.