



**Ashworths**  
Solicitors LLP

## COVID-19 MEETING GUIDELINES

We are able to meet with clients where this is necessary, and always by prior appointment only. Most of our staff continue to work remotely and an appointment is necessary to make sure that the right person is available for you to see, and to make sure that a meeting room is ready for you.

Please do review the following guidelines in advance of any meeting at our offices:

- You must cancel your appointment if you or anyone that you live with are presenting symptoms of Coronavirus.
- Please sanitise your hands on arrival to the offices – there is a hand sanitiser station in reception.
- We will not insist that you wear a face covering, but disposable masks are available. We will be happy to wear a face covering if you ask us to.
- Please feel free to use one of our Ashworths branded pens – but please take it home with you.
- Although we'd love to shake your hand on arrival, please forgive us if we don't do that for the time being.
- It is difficult for us to offer tea, coffee and other refreshments at the moment, so please bring a bottle of water or a take away coffee with you.

If you have any questions, do please call us on 020 8417 8000.