

COVID 19 – the next phase

Visiting our offices

Our utmost priority is the safety and wellbeing of our people, clients and contacts. As restrictions have started to relax we are providing limited office access with the remit of strict government guidelines. We believe that the safest place for most people to be is at home, however we realise there are certain situations where people may need to access one of our offices.

You are receiving this document as you have been invited to visit one our offices. Please read the following safety information below carefully in advance.



Remote working

- All of our people are set up to meet your needs remotely and can support you via a number of communication channels including phone, email or via video call on Skype or Zoom
- During this time we are only able to provide client office access in exceptional circumstances
- If you are invited to a meeting but feel that is unnecessary then please let your contact know.



Our expectations from visitors

- No one should visit our offices if they are feeling unwell – please follow government guidance on self-isolation and do not put others at risk
- Please take care to use the hand washing and hand sanitising facilities provided
- Please take note of our signage and follow social distancing at all times
- Please follow the instructions provided by your Foot Anstey contact.



Accessing our facilities

- Your Foot Anstey contact will confirm your face to face meeting
- They will provide you with local parking details and information on how to access the premises you are visiting
- On arrival at the premises you will be asked to name the person you are visiting via security
- You will then be invited to enter the building and your contact will meet you in the Foot Anstey reception area
- Please note that at this time our meeting capacity is greatly reduced to allow for social distancing
- We apologise, but for your safety we are also unable to provide any refreshments during this time
- If you have been asked to bring any documents we will ask you to place these on the table rather than handing over directly.