

Covid-19 Policy

Following a full health and safety assessment supported by Ellis Whittam, our three offices are open and we are able to accommodate face-to-face meetings and conferences that are in line with both Government guidelines and our internal Covid-19 protocols.

It is important that all visitors, barristers and staff follow the guidelines below:

Prior to attending

- If you are showing symptoms of CV19, then you must not attend our premises.
- The symptoms of Covid-19 are here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Travel to our premises

- It is encouraged that you should travel using your own private transport where possible but if this is not possible then you must follow the any public transport guidelines that have been published i.e. the wearing of face masks.
- Car-sharing should be avoided. If necessary, masks should be worn.

Upon arrival

- Please ensure that you adopt the guidelines set out in each office on entering the building i.e. follow any arrows and sanitise your hands.
- Only 1 person can use the lift at any one time.
- When you enter Chambers, please use the hand-sanitisers provided. Touch free hand sanitisers are in place at the entrance to each office.
- All visitors need to be signed into Chambers and all a contact number provided. It is acceptable for the client's Solicitor to provide his/her details on behalf of the client.
- Please adopt all social-distancing requirements; these will be clearly marked.
- Please stand in front of the reception desk as opposed to the side and at the indicated distance. Each reception desk has screens to protect the receptionists.
- You should ensure that you sanitise on leaving and entering Chambers and around every hour.
- Please remember to:-
 - Avoid non-essential contact with others.
 - Keep a safe distance of at least 2 metres (about 3 steps) from others whenever possible and

- Avoid physical contact (e.g. hugs, handshakes, etc.).
- Please be aware of the arrows marking the one-way system in each office. Please always observe this and always stay on the left-hand side of any corridor.

Conferences

- Conferences can be held in Chambers, but it is important that if there are a sizeable number of people attending a conference, that the administration are informed in plenty of time as a boardroom will have to be allocated.
- It is important that we are aware of how many people are attending each conference (and the Clerks will try and ascertain that in advance) so that the appropriate social distancing measure are put in place.
- We will try and ventilate each room where possible.
- Unnecessary movement is discouraged albeit it is appreciated that it is a necessity for JSM and Mediations. Please try and ensure that you limit the need to move around the corridors as much as possible.
- Chambers will provide refreshments in the form of tea and coffee but please remember that we are trying to limit the amount of contact (i.e. cups, saucers, spoons etc.) so it would be preferable if refreshments are requested appropriately.

Toilets and washing facilities

- Each building will have its own regulations so please observe these.
- Please ensure that you wash your hands thoroughly and sanitise on entry back into Chambers.

It is vital that everyone stays safe and observes all the guidelines as set out above. Thank you in advance for your cooperation.