

Covid-19 Policy

Any visit to Chambers will be in line with both Government guidelines and this policy.

It is important that all visitors, barristers and staff adhere to the following guidelines:

Prior to attending

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

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.
- Please follow the lift policy for the building you are attending.
- 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 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.

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 measures are put in place.
- We will try and ventilate each room where possible.

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.

One Derby Square
Liverpool
L2 9XX
0151 236 7747
DX 14207 LIVERPOOL

201 Deansgate
Manchester
M3 3NW
0161 833 2722
DX 14330 MANCHESTER 1

Oxford House
Leeds
LS1 3BE
0113 203 1970
DX 26406 LEEDS PARK SQUARE

www.exchangechambers.co.uk
info@exchangechambers.co.uk
 @ExchangeC
 [company/exchange-chambers](https://www.linkedin.com/company/exchange-chambers)