

ALBERT GOODMAN

Meetings with External Contacts

- 1 Meetings can take place virtually or face to face, the choice is yours!
- 2 Our people will not attend our offices if they or anyone in their household:
 - are experiencing any of the COVID-19 symptoms
 - has tested positive for the virus within the last two weeks
 - are under instructions from the Health Services to self-isolate

We kindly ask that you do the same

- 3 We have put the following measures in place to protect you and our people:

- The meeting room will be cleaned prior to use
- The capacity of our meeting rooms has been halved

- 4 Face coverings are not mandatory within our premises however if you would prefer to wear a face covering, please do and we will follow your lead.

- 5 Hand sanitiser and cleansing wipes are available in all meeting rooms.

- 6 We will aim to sit diagonally from you as opposed to face to face.

- 7 Our people have been asked to exercise good respiratory practice.

- 8 We will contact you, and ask that you contact us, if any of the meeting attendees experience COVID-19 symptoms within 14 days of the meeting.

