



# Visiting DWF offices (England)

Throughout the pandemic our guiding principle has been to keep our teams and our visitors safe. The last 18 months have been difficult for everyone and to be able to open our doors once again and welcome back our clients and visitors is great news.

Whilst we are keen to resume face to face meetings and events in our offices, we must ensure that we do all things possible to keep everyone safe. In line with government guidance, we have put in place a number of measures in order to mitigate the potential spread of Covid-19 in our offices and to protect everyone. It is the responsibility of the Group HS&E Manager to maintain this guidance and review and update regularly in line with Government/Local Health Authority guidance.

We would also ask if you are displaying symptoms of Covid-19 that you inform your host and rearrange your meeting accordingly.

## Arriving at our offices

- Prior to attending a meeting please inform your host if you would prefer to be socially distanced throughout the meeting and we will do our utmost to accommodate.
- Upon arrival you'll be greeted at reception by our Client Services Team who will provide relevant guidance for whilst you are onsite.
- Hand sanitiser will be available and where possible we would recommend the use of a mask, especially in common areas and lifts. However please feel free to wear your mask at all times should you wish to do so. If you have face covering that you no longer wish to use, we ask that you keep these within your personal belongings as unfortunately we are unable to dispose of these for you.
- In line with best practice you will also find official NHS QR code posters to help support contact tracing. However, please note that if we are notified of a positive case we are required to provide details of that person and close contacts to Environmental Health.
- If you are arriving for an event, a queue management system may be in place (i.e. social distancing, one way in/out system). Please note that provisions may vary across our sites and per event. Please contact your host if you have any queries or concerns prior to the event.

## During your visit

- Our meetings rooms and workstations are deep cleaned between uses. However, you will also have access to sanitiser and cleaning wipes for you to use, should you wish to do so.
- If you are attending an event our ability to facilitate social distancing will be dependent on the number of attendees and room capacity. If social distancing is important to you please contact your host prior to the events for specific details around intended capacity.
- Where provided, catering and refreshments will take into consideration provisions to mitigate the risk of transmission of Covid-19. This may mean that sandwiches are individually wrapped and/or food will be served. Your host will confirm prior to attending and obtain any special dietary requirements needed.

If you have any specific queries ahead of your meeting or event please contact your host directly. You will be able to find this information on your meeting / event invite.

If you wish to see a full copy of [Covid-19 Risk Assessment](#) then please visit our website: [dwfgroup.com](https://dwfgroup.com).