



HillierHopkins

Covid-19

What we are doing to keep you safe

The health and safety of our staff and clients and their families is always our top priority and we have put in place a number of procedures and staff training in order to protect everyone.



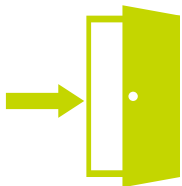
Our offices are beginning to open in a limited and Covid secure way. Staff are working in the office for part of the week and continue to work from home for the remainder of the week.

To ensure we adhere to the social distancing rule our staff will be seated on selected desks.



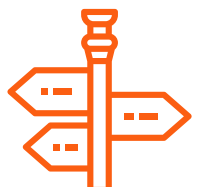
Staff are carrying out twice weekly Rapid Covid-19 Antigen Tests whilst working in the office.

A one way system will be in place at each of our offices to reduce any risks of employees coming into close contact with one another.

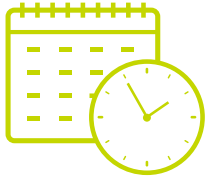


Each person who enters or exits any of our offices will be required to sanitise their hands. There are stations clearly placed by every entrance and exit.

All offices will have signage and guidance displayed to clearly mark walkways, one-way systems, no entry areas and desks that can or cannot be used to comply with the social distancing rule.



Hillier Hopkins will continue to use remote working tools to reduce "face to face" meetings where possible.



Each office will be keeping a record of all visitors, clients, and staff to assist in contact tracing if required.

All of our reception areas will have protective screens to protect both our employees and visitors when coming into the offices.



All offices will have a designated "drop off zone" clearly marked for clients, staff or contractors to leave or collect items. Please note at each "drop off zone" hand and surface sanitisation will be provided.

Each office has put in place sanitisation stations, surface wipes, tissues, air sprays, screens, signage and one-way systems.



PPE

Should any of our staff members need to attend a client site, pre-site checks, training and PPE are provided for our employee and they will bring their own stationary.

We will continue to review our policies and procedures, risk assessment and method statement and communicate any changes on our website. Please get in touch if you have any queries by emailing hi@hhllp.co.uk.

To find out about what financial support is available to help you and your business during the crisis, visit our **"Guide to support"**

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