

A guide for visiting Coffin Mew offices



During the lockdown period we will continue to operate our full range of legal services through our agile working practices, ensuring our clients continue to receive great service, safely and securely as and when they require it. Law firms are permitted to stay open during lockdown, if they follow the COVID-19 secure guidelines, but we have been asked by the Government to conduct as much of our business as possible remotely.

If a face to face meeting needs to take place, because it cannot be done remotely, then all parties are required to follow the appropriate social distancing and hygiene rules set out below.

Before your visit

- You will be asked to confirm that you have not been unwell and that no member of your household has had any COVID-19 symptoms within 14 days prior to your meeting date.
- You will be asked to confirm you have not travelled abroad within the 14 day period prior to your meeting date.
- You must wear a face covering in the office and your Coffin Mew meeting host will also wear a face covering during the meeting and when escorting you from the entrance and to the exit.

On arrival

- Upon arrival at the office building and before entering the main office area, you must wash your hands with soap and water thoroughly for a minimum of 20 seconds and/or use the gels provided at entry points.
- We encourage you to use the Coffin Mew QR code to register your visit to our premises with the NHS App.
- Your Coffin Mew meeting host will provide clear guidance on social distancing and hygiene on arrival, for example, signage, one way systems and gels.

- Clear screens are installed on our reception desks to keep you and our staff safe.
- You will not be required to sign in as one of our reception team will do this for you.

During your visit

- Our meeting area and rooms have been rearranged to ensure that social distancing rules can be followed.
- You will be provided with a hygiene protection pack, including a sealed Coffin Mew pen, for your exclusive use during your visit with us.
- Sanitiser gel and wipes will be available in all our meeting areas/rooms for you to use.
- In an effort to protect you and our staff we will not be providing refreshments during your meeting.
- You will need to wear your face covering until you leave our offices.

After your visit

- Client areas will be cleaned after each visit.
- If you visit our offices and subsequently develop COVID-19 symptoms, please let us know and provide the details of the person you visited at Coffin Mew to the Government's track and trace programme.
- We will maintain a record of all visitors and their contact numbers, so you can be contacted if there is a confirmed COVID-19 infection case in one of our offices.