**COVID-19 ALERT LEVEL 2 NOTICE FOR CLIENTS**

The partners and team at Hollister-Jones Lellman are pleased to be able to reopen our premises at Monmouth House under Alert level 2 from 18 May 2020. Most of our staff will be back in the office but we will continue to have a small number of our team working from home. Our priority is to provide a safe environment for staff and clients and continue to provide excellent service and expertise.  We will have some protocols in place to ensure that and would appreciate you working with us to adhere to those.

**Keeping Clients and Staff Safe**

* Our preference remains for client appointments to be via phone, email, Skype, Zoom or other means, but we understand there will be circumstances where a face-to-face meeting is required. We will require meetings to be by appointment only. Please do not call by without an appointment. Phone or email your contact person in our team or our receptionist on 075781515 to make an appointment.
* If you are feeling at all unwell or showing cold or flu-like symptoms please don’t come into our offices and instead email or phone your Solicitor.
* Please ensure you adhere to our health and safety procedures when you come into the office.
* There will be a few extra health and safety procedures we’ll be taking in line with the Ministry of Health guidelines to ensure everyone stays safe, including strict physical distancing pre-cautions and hand sanitising. We will have plenty of hand sanitiser available.
* Our offices are regularly cleaned professionally and we will have cleaning of client spaces between each client visit.
* We will ask you to enter your details into our contact tracing register when you attend at our office.  This register will only be used for Covid-19 tracing purposes.
* There will be a limit of 10 people in a meeting at any one time, with plenty of space to maintain physical distancing.
* All staff in our office are required to follow a strict HJL Covid-19 Health & Safety Plan in line with Ministry of Health guidelines.  (A copy is available on request).

Thank you for your continued support and understanding while we represent you in this current Covid-19 environment. If you have any further questions or queries, please contact your Solicitor.

**Kathryn Lellman & Nick Elsmore**

**Partners**

14 May 2020