

## **Visitor Guidance**

- Please drive to our office and when you arrive outside our office you should telephone the direct dial number of the Gordons person you are seeing (the “person”) (remember to bring the direct dial number with you). Please remember to bring your own pen if you are going to be asked to sign any documents.
- If that person is working in Winter Hill House then they will come down to the entrance hallway and open the door.
- If the person is working in our adjoining building then they will walk to Winter Hill House, open the door while you remain socially distanced.
- The person will invite you directly into the office without you touching any exterior or interior doors and you will be invited directly into the meeting room where you will be requested to be seated at the far end of the large conference room.
- The person will then enter the meeting room and invite you to hand sanitise at any time during the period of the meeting.
- The person will advise you of the procedure to be adopted at the meeting and how you will sign any documentation. You will be encouraged to bring your own pen for signing any documentation so that there is no transmission from one person to another.
- After the meeting has concluded and any signing formalities have been finalised the person should inform you that the meeting has ended. All parties should then exit the meeting room utilising the hand sanitiser by the front door before they exit the property.
- Any final discussion between you and the person can take place socially distanced in the car park if it is discreet to do so.
- In the event that you wish to utilise the toilet facilities you will be directed to the appropriate facility up the stairs. You will be invited if possible not to touch the hand rails and to utilise the hand sanitiser outside the toilets before entering the toilets and after exiting the toilets. You will be encouraged to utilise the hand washing and hand sanitiser facilities provided.