



10th June 2020

COVID-19 (Coronavirus) Statement from francis george solicitor-advocate

To: All FGSA Clients and Suppliers

Circulation: All Directors & Employees, All Clients, Suppliers, Associates.

Dear Client / Supplier,

francis george solicitor-advocate is committed to your safety and the safety of our employees and contractors during the recent COVID-19 health outbreak.

All francis george solicitor-advocate employees will remain vigilant and follow guidance from the NHS website on COVID-19 as per the official COVID-19 NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

How WE will help protect you:

francis george solicitor-advocate are monitoring our employees and will ensure that they are symptom free of COVID 19

We are maintaining social distancing and hygiene guidelines at our offices

We will not be able to shake hands with you

We will not be able to offer you any refreshments including the water cooler

You won't be able to use our toilet facilities

We will monitor ongoing advice regarding operating a business and management of the Coronavirus.

We will regularly communicate updates as and when relevant.

How YOU can help protect us:

Please do not visit the office unless you absolutely have to. We can facilitate remote meetings and the usual telephone calls/emails

If you have reason to visit the office we ask all our Clients and Suppliers to inform us **immediately** if they or others show COVID 19 symptoms. If we do need to meet face to face with you, if necessary, we will postpone or seek alternative arrangements as we need to ensure that we do not place our employees, suppliers and their families at risk.

We ask that you maintain social distance in the office

We ask that you use the hand sanitiser at the door when you come into the office

The doors will remain locked and we will only let one person into the office at a time unless prearranged and in exceptional circumstances. We would also ask that if possible you don't bring young children into the office

Monitoring and Updates:

francis george solicitor-advocate is committed to providing business as usual to provide our full range of Legal Services to our clients, unless Government and NHS guidelines prohibit otherwise.

We will continue to monitor coronavirus and we ask our Clients and Suppliers to follow our example.

The UK Government and NHS frequently update their guidance and advice on the following website

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Should you have any questions regarding our approach to safety during COVID-19 outbreak, please do not hesitate to get in touch with us.