

**CLIENT OFFICE ACCESS DURING EASING OF LOCKDOWN RESTRICTIONS**

Now that we are moving toward further easing the country out of the current lockdown restrictions in accordance with the Scottish Government’s guidelines, we are putting the necessary safety and hygiene measures in place to ensure the continued safety of our clients and staff. Client and staff wellbeing remains of paramount importance to us at Morgans.

So that you know what to expect from us and what we expect from you when visiting our offices, we have set out the following Client Office Access Policy which we recommend all clients old and new read carefully before attending our offices.

* Please contact us by telephone on 01383 620222 (for Dunfermline) or 01577 863424 (for Kinross) or by email at [info@morganlaw.co.uk](mailto:info@morganlaw.co.uk) in the first instance, so that we can pass you on to one of our dedicated Solicitors who can arrange a suitable date/time for a meeting.
* It may be that we can assist by telephone/email and deal with the signing of documents by video. Office meetings will only be arranged where absolutely necessary and strictly by appointment only.
* Before entry to the office is permitted, we will send a Covid-19 questionnaire by email or post for you to complete and return ahead of the meeting. You will be asked to ensure you are wearing appropriate PPE (mask/gloves) and bring your own pen for signing.
* Upon arrival at the office, please ring the doorbell to attract attention. Please then stand back from the door at a safe 2 metre distance and await a member of staff opening the door for you. They will then step back to a safe distance and allow you to enter before closing the door behind you.
* Please use the hand sanitiser immediately inside the door. Please observe social distancing and refrain from touching surfaces unless necessary.
* Protective screens are now in place and staff working in office are socially distanced.
* You will be shown directly into our meeting room, which will have been appropriately disinfected prior to your arrival and will also be disinfected following your departure.
* The staff member you are meeting will be wearing appropriate PPE. Hand shaking is not permitted, but our usual friendly Morgans welcome is still very much available!