

THRINGS GUIDE
FOR VISITING
OUR OFFICES

THRINGS
SOLICITORS



Your next experience visiting our offices may be a little different. But these new measures are designed with your health and wellbeing in mind.



Please remember - Do not enter our offices if you, or anyone in your household, has had symptoms of COVID-19 within the last 14 days. Please call one of our team to inform us if you have a meeting booked and cannot attend because you have developed symptoms.

Please remember - If you visit our offices and subsequently develop COVID-19 symptoms and need to register with the Government's Test & Trace service, please make sure you provide the details of the person you visited at Things.



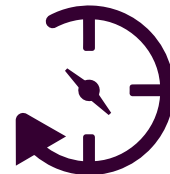
BEFORE VISITING



We ask that all visitors get in touch with their contact at Things to pre-arrange meetings.



Please make sure you are wearing a face covering before entering our offices in line with Government legislation.



We are trying to reduce the length of meetings and face-to-face contact for your own safety.

- The number of visitors we can invite in our offices at any one time has been reduced so we can ensure that we can comply with the relevant social distancing rules.
- We ask that you don't arrive too early or be late to limit the number of people in the office at any one time.
- Please provide any information with regards to on-site parking (where available), your personal needs and any accessibility requirements in advance.

ON ARRIVAL



You may need to ring the doorbell when you arrive and wait for one of our reception team to open the door.



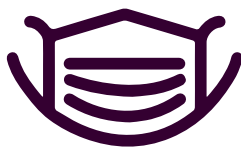
Please use the hand gel or hand wipes provided upon entry to minimise infection.



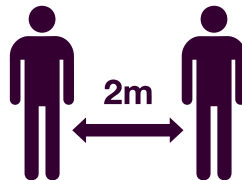
We have installed screens on our reception desks to keep you and our staff safe.

- Once let into our office the reception team will stand back to let you in, using proper social distancing. You will be shown directly to the meeting room.
- You will not be required to sign in as one of our reception team will do this for you.

DURING YOUR VISIT



You will need to wear your face covering until you leave our offices.



Meeting rooms have been rearranged to ensure that social distancing rules can be followed.



We will not be providing beverages or food in an effort to protect our staff.

- Rooms will be cleaned, well ventilated and illuminated beforehand. Meeting rooms are cleaned after each meeting, concentrating on high touch areas and surfaces.
- Antibacterial wipes, hand sanitising gel and tissues will be available for your use for the duration of your visit.
- Should you require to use our WC facilities, you will be directed to facilities which are for the use of visitors only. Please remember to wash your hands for at least 20 seconds.
- The reception team will be on hand to help with any other needs, including any emergencies or fire alarm activations.