BRADLEY AND JEFFERIES COMMERCIAL SOLICITORS

COVID-19

Visitors Contact Details

|  |  |
| --- | --- |
| Your Name: |  |
| Address: |  |
| Telephone No: |  |
| Date/Time of Meeting: |  |
| Meeting with: |  |

You should NOT attend the office in the following circumstances:

* You or a member of your household has been tested positive for Covid-19.
* You or a member of your household has symptoms of Covid-19 to include a high temperature, persistent cough or loss/change of smell or taste
* You are aware that you have been in contact with someone who has tested positive for Covid-19 within the last 14 days
* You or a member of your household is currently self-isolating or has been assessed a vulnerable person as set out under current Government guidelines.

**Please note that it is now mandatory for visitors to our office to wear a face covering.**

Should it be necessary, we may be required to pass on your details under the test and trace system. These details will only be used for test and trace purposes and will be stored for 21 days before being securely destroyed.

Thank you.