

Visitor Policy (UK Offices)

Last reviewed: 24/02/2022

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1 PURPOSE

As a result of COVID-19 this policy has been created to ensure the safety of all of our clients and visitors to Squire Patton Boggs offices. Whilst regulations that place COVID-19 secure requirements on businesses have been lifted, the firm will continue to have a number of measures in place and will remain under review for the forthcoming months.

2 WHEN SHOULD YOU REFRAIN FROM ATTENDING OUR OFFICES

2.1 Please refrain from attending our offices if:-

- (a) You are exhibiting any symptoms of infection; e.g. fever, cough, shortness of breath or other breathing difficulties, or loss of taste or smell, or
- (b) You are currently testing positive for Covid-19.

3 HOW WILL WE ENSURE YOUR HEALTH AND SAFETY IF YOU ATTEND OUR OFFICES?

3.1 Squire Patton Boggs intends to follow the local Government guidance and workplace principles where applicable. We have:

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home

As such, if you attend our offices, we ask that you comply with the following guidelines:

- (a) Practise good hygiene, including thorough handwashing and using the alcohol-based hand sanitizer made available in various areas around the office.
- (b) Practise physical distancing, including no shaking hands to greet others.
- (c) Pay attention to and heed the advice of all office signs and notifications regarding safe work practices.

4 INTERNATIONAL TRAVEL TO UK OFFICES

4.1 The rules for international travel to England changed on 24 February 2022. For further details on travel into England please [click here](#)

5 HOSTING EVENTS

- 5.1 If you are hosting an event at Squire Patton Boggs premises, an attendee list must be provided prior to the event.
- 5.2 The host is also responsible for sharing a copy of this policy with all attendees prior to the event.

If you are unable to adhere to any part of this policy, we would be grateful if you would make alternative arrangements with the person you planned to meet, rather than visiting our offices in person at this time. We do, of course, look forward to welcoming you as a visitor to our office in the future, and hope that you keep safe and well.

Health officials around the world urge continued vigilance and caution in relation to the coronavirus. Additional information about the coronavirus is available on the websites of your local state government and the World Health Organization (WHO).