

Visitor Policy (UK Offices)

Last reviewed: 30/11/2021

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1 PURPOSE

As a result of COVID 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-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 POLICY

2.1 When should you refrain from attending our offices?

- (a) You have been advised to self-isolate within the last 10 days;
- (b) You are exhibiting any symptoms of infection; e.g. fever, cough, shortness of breath or other breathing difficulties, or loss of taste or smell however, you may not have all these symptoms and you may experience different symptoms similar to cold or flu. If in doubt, please visit the [NHS online](#), or call NHS 111,
- (c) You have any reason to believe you might have been in close contact with an individual who is a confirmed or suspected case of, or being tested for, the coronavirus, during the past 14 days. Anyone who is fully vaccinated and comes into close contact with someone who tests positive for Covid will no longer have to self-isolate, however even if you are not experiencing symptoms it is recommended that you take a PCR test, or;
- (d) You have arrived in the UK from overseas travel therefore you must you must follow the government rules for re-entering England. <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>.

2.2 The firm strongly encourages all partners and staff to regularly take a lateral flow test before attending the office and we welcome our clients and visitors doing the same to help reduce the risk of infections and keep people safe.

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) For UK offices only, you will notice NHS QR code posters at the various entrance points. Each time you attend an UK office, please use the app's inbuilt QR scanner that allows you to quickly check in when you enter the building.
- (b) Practise good hygiene, including thorough handwashing and using the alcohol-based hand sanitizer made available in various areas around the office.
- (c) Wear a face covering in communal areas unless you have a medical exemption from wearing one. (Disposable masks will be available from Reception).
- (d) Practise physical distancing, including no shaking hands to greet others.
- (e) 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 30 November 2021.

4.2 To travel into England please [see government guidance](#). If you are fully vaccinated under an [approved vaccination programme in the UK, Europe, USA or UK vaccine programme overseas](#) you will be allowed entry to the UK.

4.3 You must have had a complete course of an approved vaccine at least 14 days before you arrive in England.

4.4 **If you are fully vaccinated**, before you travel to England you must:

- (a) Book and pay for a [day 2 COVID-19 test](#) – to be taken after arrival in England. This must be a PCR test.
- (b) You cannot use an NHS test for this. You must use a private test provider.
- (c) Complete a [passenger locator form](#) – to be completed in the 48 hours before you arrive in England
- (d) You will need to enter your COVID-19 test booking reference number on your passenger locator form.
- (e) You are also encouraged to take a lateral flow test before attending the office. [Please click here for further details.](#)

4.5 After you arrive in England you must:

- (a) Take a COVID-19 test and you must self-isolate in your home or the place you are staying until you receive your negative test result.

4.6 If you will be in England for less than 2 days you still need to book and pay for a day 2 COVID-19 test.

4.7 **If you are not fully vaccinated**, before you travel to England you must:

- (a) Take a [pre-departure COVID-19 test](#) – to be taken in the 3 days before you travel to England

- (b) book and pay for [day 2 and day 8 COVID-19 tests](#) – to be taken after arrival in England
- (c) complete your [passenger locator form](#) – any time in the 48 hours before you arrive in England

4.8 After you arrive in England you must:

- (a) quarantine at home or in the place you are staying for 10 days
- (b) take a COVID-19 test on or before day 2 and on or after day 8
- (c) You may be able to end quarantine early if you pay for a private COVID-19 test through the [Test to Release scheme](#).

4.9 **If you are travelling from a red list country, irrespective of vaccination status**, you will only be allowed to enter the UK if you are a British or Irish national or you have residence rights in the UK.

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).