

# IMPORTANT NOTICE

## COVID-19

Welcome to K J Smith Solicitors. Please read the information below. Your comfort and safety are important to us.

1. Please help yourself to the hand sanitiser provided
2. Please help yourself to PPE if you wish; this is available for your personal use
3. If you would like our staff to wear PPE, please simply let us know
4. If you do not wish to shake hands, we understand
5. We are maintaining our enhanced cleaning regime and all contact surfaces in our meeting rooms are wiped down after each use