

Your meeting with BTMK and our Covid-19 Secure Policy

At BTMK, we want you to feel safe and secure if you are coming to meet with us. We want to give you some advanced notice of what you can (and cannot) expect from BTMK during these challenging times.

Our preference is still, wherever possible, to meet virtually by using one of the common video-conferencing platforms such as WhatsApp, Zoom, Microsoft Teams, Apple FaceTime and many others. However, if the meeting is not suitable for a virtual meeting, we will meet with you at our offices.

The guidance that you and we must follow is as follows and this is designed to keep you, our visitor and our employees safe in the current circumstances.

1. You must not attend our premises if (a) you are experiencing any of the symptoms which are associated with Coronavirus (b) you are not permitted to visit a public place (for example if you should be quarantining);
2. We must maintain social distancing at all times. Ideally this will always be 2m or 1m with suitable face coverings; we will maintain a supply at each office in the event you have forgotten to bring your own;
3. Our employees have been instructed not to shake hands – please do not be offended;
4. We will supply hand sanitiser in our meeting rooms or at a suitable point outside;
5. We will ensure suitable gaps in between appointments with different clients
6. We will try and hold the meeting in the largest interview room available subject to our obligations to socially distance
7. Please help us by not bringing anyone to your meeting with us if they are not essential to the meeting
8. We need to have a record of who will be attending a meeting with us and we are discouraging any meetings without an appointment;
9. We will need your consent to share your details with NHS Test and Trace. A copy of the consent letter will be available for you to sign when you attend
10. We will sanitise the meeting room before and after each client meeting
11. We must keep appointments to their allotted time to allow other meetings to go ahead
12. Our preference is for each visitor to have a contact-free temperature check. However, our employees will not be enforcing this requirement.
13. Please only arrive a few minutes before the time of your meeting

If you have any queries or questions, please do not hesitate to speak to the person you are meeting with or by e-mail at info@btmk.co.uk

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