

Covid – 19 Policy

Whilst there is still a risk of Covid-19, the following procedures will be undertaken by staff at Charlesworth Accountants. We request that you respect our procedures and follow our guidelines, in order keep both our and your, business and staff safe

- If at all possibly, work from home
- Meetings via telephone or video conferencing where possible

If visits to premises are required:

- Staff will bring and use all their own equipment to client premises
 - Minimal equipment is to be taken
 - This will be disinfected before leaving the office
 - Travel to client premises will be in own vehicles, or, if on public transport, face coverings must be worn and hands sterilised upon arrival and departure of the transport
 - Hands must be sterilised immediately prior to entering client premises
 - Face coverings must be worn if a 2m distance in a well-ventilated room cannot be maintained – or at the request of the client
 - Use of client facilities such as bathrooms to be kept to a minimum
 - Staff to take own refreshments if desired – avoid using client kitchen facilities where possible
 - Hands must be sterilised immediately on exit of client premises
 - All equipment to be sterilised immediately upon return to the office
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- Reasonable requests from clients are to be followed where possible – if social distancing within the government guidelines, the list above or client requests cannot be maintained – staff are to leave the premises and continue the meeting via phone/video conferencing.