



Coonan Cawley Solicitors
Visitors Information & Questionnaire

This information sheet & checklist must be completed before attending our office by pre-arranged appointment. This procedure is in place to ensure the safety of our clients and employees and to help prevent the spread of COVID-19 in our workplace.

Information:

- *When entering the office for your scheduled appointment please immediately sanitise hands. Hand sanitisation devices are present at reception.*
- *Please complete visitor log-in book at reception and wipe down pen there after with disinfectant wipes provided.*
- *Face masks can be worn for appointments.*
- *As per social distancing guidelines 2 metre distance must be kept between all parties at all times during the appointment.*

Appointment Questionnaire

1. *Name:*

2. *Contact Telephone Numer:*

3. *Contact Email Address*

4. *Have you visited any countries outside of Ireland in the last 14 days*

5. *Have you experienced any flu-like symptoms/symptoms of Covid-19 in the last 14 days?*

6. *If yes, did you consult a Doctor or other medial practitioner?*

7. *Have you been in contact with someone who has been to an affected resion in the last 14 days?*

8. *Have you been in contact with a confirmed case of Covid-19 in the last 14 days?*

Name.....Signature.....Date.....

