



## Ford Sumner Visitor Guidelines

At Ford Sumner, we are committed to doing our part to protect our team, our clients and the wider community against COVID-19. All of our team are fully vaccinated against the COVID-19 virus.

From Monday 6<sup>th</sup> December 2021, in accordance with our COVID-19 Health and Safety Policy, Ford Sumner requires all visitors to our offices to be fully vaccinated against COVID-19.

For anyone who is not fully vaccinated, we will make arrangements to meet with you remotely via phone or video-conference.

If you are visiting our offices, we ask that you comply with the following:

- Scan our QR code into your NZ COVID Tracer App (or fill out the COVID-19 visitor form) at reception;
- Register your arrival and who you are here to see using our Visitor sign-in app on the iPad at reception;
- Be ready to scan or show your My Vaccine Pass;
- Take a seat in reception and ensure you are wearing a face covering.

If you are displaying any COVID-19 symptoms or are a close contact of a known case, please do not come to our offices. We will happily reschedule your meeting or make alternative arrangements.

We thank you in advance for your cooperation in these ongoing challenging times.

Kind regards,

The Partners