

In Person Meetings

Holistic IT recognises the increased risk of in person meetings at the present time and as such have in place an online meeting and communication facility that is capable of one to one, one to many and many to many video and voice calls, along with screen sharing and presentation technology.

In regard to all meetings, Holistic IT employees are working in line with our Coronavirus Workplace Policy, which we will update if and when any advice changes.

Where in person meetings are still required, we would be grateful if you could complete the following questionnaire in relation to the meeting location.

****Prior to the site visit / meeting the below must be completed:**

Questions	Yes / No	More Information
Have there been any diagnosed / suspected cases of Coronavirus at the site	Yes / No	
Has any one at the site been in contact with anyone who has been suspected or confirmed to have Coronavirus or the symptoms in the last 14 days	Yes / No	
Has anyone returned from any of the infected countries in the last 14 days	Yes / No	
Does the site have a Policy on Dealing With Coronavirus in the Workplace	Yes / No	
Signed	Date	Position