



NOTICE TO ALL VISITORS AND STAFF

Social distancing is in operation on our premises, you will therefore be required to abide by the procedures below.

Stay at home if you think you have Coronavirus

Do not leave home if you or someone you live with has any of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

If you have symptoms you will not be permitted entry

Requirements for all staff and visitors on the premises

On arrival, you are required to sign in and confirm you have read and will comply with the following:

- Avoid non-essential contact with others by keeping a safe distance of at least 2 metres wherever possible, or 1 metre within your booked room provided you work side-to-side and not face-to-face.
- Stand behind the yellow tape in reception when in the area.
- Avoid any form of physical contact: e.g. handshakes, hugs etc.
- Wash your hands with soap regularly for at least 20 seconds.
- Use the hand sanitizer stations provided throughout the building.
- Only one person allowed in the lift at a time.
- Only one person allowed on the staircase at a time.
- Only one person allowed in the internal toilet queue area.
- We encourage the use of a face covering when in common areas within the premises.

If you become unwell during your visit, please immediately notify reception or your meeting contact.

By signing into our visitors record book, you are agreeing to our terms as stated above.

Help stop the spread of Covid-19

Thank you.