

COVID-19 Office Visitors Guidance

The purpose of the document is to outline the changes we have implemented for working within our offices and also procedures to be followed when visitors attend the office.

We are a COVID-19 Secure office where social distancing can be achieved, and good hygiene practices are actively encouraged. To support this floor markings and hand sanitiser points have been added. We have also enhanced our cleaning provisions.

Our COVID-19 documentation can be found on our website.



BEFORE ATTENDING

We ask you to consider any other way of working to avoid attending our offices in person. Team members will be able to organise video calls to reduce the number of visits.

If you have to visit the office, please ensure you do not have symptoms of COVID-19 nor live in a household with someone who does have symptoms.

- Symptoms
 - New continuous cough and/or
 - High temperature and/or
 - A loss of, or change in, your normal sense of taste or smell (anosmia)

ON ARRIVAL

On arrival please reverse park into parking spaces.

On entering the office please sanitise your hands before entering. Hand sanitiser is provided at entry points.



Your host will meet you and escort you to the meeting room.

The chairs in the meeting room have been positioned to ensure social distancing can be maintained.



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To ensure there is no cross contamination from the sharing of pens and paper, supplies have been removed. Please bring your own.

Wipes and hand sanitisers are also available in our meeting rooms.

You host will be responsible for cleaning the meeting room using disinfectant wipes once the meeting has finished.

FACE COVERINGS

Following recent changes to government advice it is now mandatory for visitors to our offices to wear face coverings. Please ensure you are wearing a face covering before entering the office.

If you do not have a face covering your host will provide you with one and ask you to wear one.

If you have any medical reason to exempt you from wearing a Face Coverings please make your host aware.

Tea and coffee stations have been closed and therefore we will not be able to offer you a drink apart from water. Water will be provided in disposable cups.

If using the welfare facilities, please use hand sanitiser before entering. Please close the toilet lid before flushing as this will reduce aerosol generation and hence reduce risk of contamination. Once you have used the facilities please wipe toilet flush, lock and seat. Cleaning solutions will be provided in each cubicle. Use this in conjunction with toilet paper.

Hand dryers have been replaced with sensor operated paper towel dispenser. Pedal operated bins with lids have been provided for the disposal of used paper towel.

Urinals will be closed off in order to reduce this risk of aerosol generation and hence contamination. This will also aid in social distancing whilst using the facilities.

DELIVERING RECORDS TO THE OFFICE

If you are dropping records off, we will place these in our quarantine room and they will stay there for 72 hours before being moved into our working office.

Therefore, to minimise this need we would request that if you are able to scan documents and send them digitally to us this would be preferred