

# COVID-19 SAFE WORKING HANDOUT

## VISITORS

### 1. Please read carefully

1.1	Telephone ahead and make sure that the person you are visiting is ready to meet you upon arrival
1.2	Bring PPE with you – face mask and hand sanitiser. Check with the person who you are meeting if you need to wear a face mask
1.3	If you enter via the trade counter a face mask must be worn
1.4	You must use your own pen when signing in/out.
1.5	Have you made yourself aware of COVID-19 posters and notices in the branch and are you regularly refamiliarizing yourself with the content?
1.6	Have you made sure that you are using digital forms of communication (e-mail etc.) to reduce personal contact wherever possible?
1.7	Are you aware and do you practice correct hand washing techniques?
1.8	You must adhere to a 2 metre distance from others
1.9	Where it is not possible to remain 2 metres apart, are you working side by side or facing away from each other? Is contact being restricted to 15 minutes or less?
1.10	You must pay particular attention to where you sit and to what you touch. Check with the person who you are meeting where you should sit during your visit.
1.11	In rest areas and toilets you must adhere to the social distancing measures.
1.12	Please familiarise yourself with notices promoting hand hygiene and social distancing placed in these areas
1.13	Meeting should be held outdoors or in well-ventilated rooms.
1.14	When moving around the branch be careful to observe floor signage and notices to maintain social distancing

**ALL INFORMATION IN THIS DOCUMENT HAS BEEN TAKEN FROM THE UK GOV WEBSITE**