



Foundation House visitor guidance

COVID-19 safety measures are in place in the Connect It Utility Services building – Foundation House. To help ensure the safety of our staff and visitors please read the following before your visit to the premises:

- **Regularly** wash hands and/or use hand sanitiser available in meeting rooms and around the building
- Maintain social distancing. The Government has reduced the social distancing to 1 metre. Connect It want to retain the **2-metre rule** as much as possible. This rule applies at all times
- Some seats are not in use and this has been planned to maintain social distancing
- Give way along office aisles and walkways
- The lift is for goods only
- Walk upstairs on the left and down on right hand side in single file. Hold the handrail and use hand sanitiser found at the top and bottom of stairs.
- Seating areas and desks are to be regularly cleaned after use
- Equipment cannot be shared
- You may bring in your own food and drink or you can use our facilities
- Please bring in your own high viz PPE should you need to access our Warehouse.

IF YOU HAVE SYMPTOMS YOU SHOULD NOT ENTER THE PREMISES

CONTACT YOUR CONNECT IT REPRESENTATIVE TO ADVISE.



Meeting guidance

COVID -19 secure

For everyone's safety we have Covid-19 measures in place and need to manage the number of people accessing our building. Ideally meetings should be held via Teams or similar technology or by call. If this is not possible and attendance to Foundation House is agreed, the following procedures are in place for everyone's safety.

Pre Meeting:

Agree meeting time, attendees and contact telephone numbers. Connect It staff to book meeting room and share this guidance

On the day of the meeting:

- On arrival at Foundation House the visitor should telephone from their car to notify their Connect It representative of arrival
- Connect It representative to arrange to let in visitor and issue them with a Visitors pass
- Explain our COVID office rules i.e. everyone to make their own drinks, meeting rooms set up to apply social distancing etc
- Remind of our dress code – smart business – no need to wear a suit. On a Friday dress down rules apply and business casual applies where jeans can be worn
- Visitor toilet facilities are just inside of canteen area
- Sanitise meeting room chairs and tables after use
- Unless essential all office tours should be kept to a minimum
- Connect It representative to use the Visitors pass for visitor exit out of the building and return the pass to IT unless the visitor is returning later the same or next day.

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