



Visitor guide – keeping Connect It Covid Secure

Please read carefully and comply

Jan 2021

For everyone's safety, we have Covid 19 prevention measures in place. At the time of writing we are in a lockdown and the majority of our staff are working from home where this is feasible.

In any event, during the pandemic we have restricted the number of people accessing our building and will continue to do so until we determine otherwise. Therefore, business meetings should in the first instance be held via Teams or by call in most situations. If this is not possible and the meeting is considered essential, then attendance to Foundation House will be agreed, subject to the following:

- Before the meeting agree the meeting arrangements, essential attendees and contact telephone numbers. Connect It to book meeting room and share this guidance and record visitor details (electronic log).
- **Upon arrival please stay in your car and call your representative to confirm:**
 - your arrival.
 - that you remain symptom free
- You will be met at the main door (see previous photo) when told to enter.
- **Wear a face covering when entering and moving around the building and during your meeting.**
- **Register using the NHS app to record your visit before entering the building**

**PLEASE DO NOT ATTEND THE OFFICE IF YOU FEEL UNWELL AND HAVE
SYMPTOMS OF THE VIRUS**





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- You may be issued with a sanitised Visitors pass. Your access to the building will be limited. Give way and **maintain 2 metre distancing** in stairways, aisles and walkways, Your host will open doors to limit your touch points.
- Use hand sanitiser available in meeting rooms and around the building.
- Meeting rooms are cleaned before and after use covering common touch points.
- Perspex screens may be in place across the table to act as a barrier against infection.
- Some seats are not in use and will be marked as so – your host will guide you where to sit. Seating has been planned to maintain social distancing.
- In the event you are asked to use stairways, walk upstairs and downstairs on the left hand side in single file, **maintaining 2 metres distance** or wait at the top or bottom of the stairs until it is free. Hold the hand rail and use hand sanitiser found at the top and bottom of stairs.
- Unfortunately equipment cannot be shared.
- Please feel free to bring your own drink
- Our dress code is smart business – no need to wear a suit. On a Friday dress down rules apply and business casual may be worn (jeans can be worn).
- Visitor toilet facilities are just inside of canteen area by Reception.
- Sanitise meeting room chairs and tables after use.
- Unless essential all office tours must be avoided
- 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.
- **PLEASE DO NOT ATTEND THE OFFICE IF YOU FEEL UNWELL AND HAVE SYMPTOMS**

