

**turpin barker armstrong**  
**Covid-Secure Procedures for Visitors to West Byfleet**



With effect from 7<sup>th</sup> August 2020 please see below our visitor Covid-Secure procedures. For the safety of visitors and staff please read carefully and adhere to the procedures when visiting the office. We thank you for your co-operation in keeping a safe and secure environment at our office.

- Visitors will be contacted the day before their appointment to confirm that they have no Covid symptoms, have not been in contact with anyone who has Covid symptoms, been asked to self-isolate or visited a foreign country. Your contact details will be taken at this time for test, track and trace purposes.
- If you have an appointment but feel unwell on the day, please do not visit and either reschedule the appointment for at least two week's time or arrange a virtual meeting.
- On arrival at West Byfleet please ring the office number and reception will open the door.
- If someone is waiting to enter/exit please allow them to do so before passing through the entrance.
- In line with government guidelines visitors must now wear masks upon entering the office. Masks will be available in the lobby should you forget your own.
- Please use the wrist scanner in the lobby to check your temperature. If you have a high temperature as indicated by the device please leave the building immediately, wait ten minutes and retry. If on the second attempt your temperature is still too high please leave the building and reschedule your meeting for at least two week's time or arrange a virtual meeting.
- If your temperature is normal please use the anti bacterial gel provided in the lobby or proceed to the toilets to wash your hands.
- Only enter meeting room once your hands are clean and you are wearing a mask.
- All common touch areas have been lacquered with an anti bacterial coating.
- Please keep a 2 metre distance when in the building wherever possible.
- If you begin to feel unwell during a visit to the office please advise a staff member who will assist you.
- Staff are not currently permitted to shake hands with any visitors and will be required to maintain a 2 metre distance throughout the meeting.
- Refreshments will not be provided during your visit, although water will be available.
- Please use the antibacterial gel when leaving the building.