

# Scattergoods Agency Ltd

## Visitors Policy Covid 19

### INFORMATION FOR ALL VISITORS AT THURSLEY HOUSE, STATION ROAD, SHALFORD

Whilst we are pleased to be able to re-open our offices to visitors, clients and temporary staff, the safety and welfare of our staff and visitors remains our key concern. We would ask that you respect our policies and procedures when visiting our building, to help the continued fight against Covid 19.

### To enable us to maintain social distancing, the following guidelines must be followed:

- The number of visitors permitted on site will be restricted to a maximum of 2 people at any one time.
- If you are planning to visit our offices, please telephone to make an appointment beforehand
- The number of visitors permitted on a daily basis will be limited, so you may be asked to move the date of your visit.
- During your time onsite, unfortunately visitors will not be permitted to use any bathroom or kitchen facilities.

### On entering the building, all visitors MUST:

- Please use hand sanitiser provided
- Please complete the visitor's book with your name, date and time of visit and who you are visiting
- You may be required to have your temperature checked
- You are expected to wear a face covering before entering the building and must keep it on until you leave.

### If you are showing any symptoms of Coronavirus (Covid 19) please **DO NOT VISIT** our offices under any circumstances.

The symptoms of Coronavirus (Covid 19) are:

- A persistent cough
- High temperature above 37.8 C and unusual tiredness
- Shortness of breath or breathing difficulties
- A loss of, or change in, your normal sense of taste or smell (anosmia)

**Please do not hesitate to contact us if you have any further questions**

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