

## The Mead Centre Visitor Access Guide for COVID 19

The hierarchy of control measures to be implemented should follow the sequence –

1. Avoiding contact with those who have coronavirus symptoms.
2. Frequent hand cleaning & good respiratory hygiene practices.
3. Regular cleaning of settings.
4. Minimising contact & mixing.

Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.

**Basic protocols for visitors in place:**

**Visitors should NOT be on site if they are displaying symptoms.**

**Access will NOT be granted to visitors who attend the site without prior arrangement.**

1. Visitors must only attend the centre where no other avenues are open to them (meetings should be held on Zoom or Teams wherever possible).
2. Where possible, visitors should be provided with The Mead Centre Visitor Access Guide prior to arrival. If not possible, visitors should be provided with a copy of this guide upon their arrival.
3. Visitors must complete a Self-Declaration form prior to access being given.
4. Visitors must sign in using the sign in screen at reception.
5. Visitors must provide their name, contact number and email for Track and Trace records when visiting the site.
6. Visitors must wash hands upon entry and regularly throughout their time in the building, and follow the Catch it, Kill it, Bin it guidance. Hand sanitiser is available at each entrance.
7. Visitors must follow social distancing guidance whilst moving around the building at all times.
8. Visitors are advised to wear a face mask at all times when on site, including whilst moving around the building, using shared spaces, occupying shared offices and accessing the site (corridors etc) *if they are able to do so*.
9. Visitors who use public transport are reminded that facemasks must be worn on public transport (*since 15<sup>th</sup> June 2020*).
10. Hot-desking is **not permitted**.
11. Visitors must ensure that the office space they are using is well ventilated, with doors and windows open where possible.
12. Visitors must use products provided to clean their desk, screens, keyboards and phone handsets upon arrival and departure. Visitors should clean door handles, shared touch screens and taps etc. using wipes provided as they go. The building will be cleaned daily.
13. Only one person may access the kitchen at one time. Visitors should use disposable cups.

**First Aiders-Kris Robinson – 07702557024**

**Russell Hawkins – 07964855317**

**Fire Alarm/Evacuation Procedures** –When following the procedures and evacuating the building social distancing must be adhered to where this is safe to do so. Social distancing must be observed at the designated Fire Assembly Point (outside the main entrance).