

## COVID-19 VISITOR / DELIVERY PROCEDURE FOR COPPERFIELD STREET, LONDON OFFICE

### ARRIVAL / ACCESS

Immediately before or on arrival you are required to call the following number and await instruction.

For office DELIVERIES / COLLECTIONS / MAINTENANCE call Steve on 07771627829 or Dave on 07825288011. Deliveries / collections are to be accepted by Steve or Dave.

For MAINTENANCE ENGINEERS / OPERATIVES / VISITORS the following will apply:

### ENTRY TO PREMISES

Before entering our premises, you must scan the QR code using the NHS COVID-19 app (this is to help trace and stop the spread of coronavirus (COVID-19) as well as confirm:

1. That you do not have the symptoms of Covid19 and that you are not living or have been in contact with anyone who has shown symptoms during the last 14 days.
2. Provide your name, employers name and a contact phone number.
3. Your visit must be prearranged with the exception of postal or courier deliveries.

Your host will record this information.

### WHILST ON BOURNE GROUP PREMISES YOU MUST:

4. A face covering is to be worn at all times.
5. Wash your hands or use sanitiser immediately when you enter.
6. Maintain a minimum 2m distance when working and communicating with people on the BGL site.
7. Only go into areas of the building that your host directs.
8. Observe the general signage and any regarding specific numbers of persons allowed in common areas such as toilets.
9. Wash your hands regularly in accordance with UK Government advice.
10. Report any symptoms to your host immediately.