

# COVID-19

## Health & Safety Procedures

- **Visitors are required to wear a face mask when entering the building as will staff when required**
- **Customers will only be permitted to enter the building via the front door and stay within the matted area unless instructed otherwise**
- **Hand gel shall be provided in the front office for staff and visitors**
- **Surfaces will be sanitised when used by visitors and staff**
- **Windows shall be opened when appropriate to encourage air flow throughout the building**
- **Each member of staff will be temperature tested on arrival to the workplace**
- **Any member of staff showing symptoms will be asked to self-isolate for at least 2 weeks and a test to be taken prior to returning to work**