



COVID-19 Workplace Protocol for Visitors

Background

Following the novel coronavirus disease 2019 (COVID-19) pandemic, the United Kingdom has put in place a number of measures, including those affecting workplaces, to fight the spread of the disease. The world of work is severely affected during this crisis; therefore, all sections of society – including businesses, employers and social partners – must play a role in order to protect workers, their families and society at large.

Safe Working Practises during the COVID-19 Pandemic

With the current situation Roger Dyson Ltd has completed a risk assessment and as a result of this assessment has decided that it is necessary to implement some changes to our working practises. These practises are applicable to everyone working at the Roger Dyson Ltd site or visitors coming to site.

The following has been implemented

1. Entry onto the Premises.

In order to segregate staff and reduce contact points 3 entry points to the Roger Dyson Ltd premise are now to be utilised.

Main Entrance for all Office based staff including, Engineering, Commissioning, Software, Sales, Operations, Stores, Accounts & Operations Manager **& VISITORS**

2. Entry Procedures

The following is now required: -

- Visitors are to ensure they remain 2m apart from any other member or staff or the public when queuing or waiting to enter the building. Floor markings have been added as a guide to the 2m spacing.
- Visitors are to wash their hands with sanitiser and wear gloves & mask at the entrance **or** before entering the building.
- Visitors are required to sign in as normal at the entrance and complete the Covid 19 Questionnaire. See below, this may be completed in advance of the visit and brought with the visitor. If completed at Roger Dyson Ltd they should either use their own pen or ensure the shared pen is sanitised before and after being use.
- Visitors will be collected by the appropriate person that they are meeting with and escorted to the room that the meeting will be taking place.
- Visitors should maintain a 2m gap between any person in the building and whilst in the meeting.
- Toilet facilities work on a one in one out basis.
- Visitors should dispose of face mask and gloves when they leave in the bin provided and can use the hand sanitiser on departure.

Thank you for your cooperation whilst visiting Roger Dyson Ltd



Roger Dyson Ltd (Covid – 19) Visitor Self Assessment

1	I am under quarantine and/ or have an underlying health condition	NO, Next Question ↓	YES, Do not proceed with visit
2	I have an increased body temperature +37.8C	NO, Next Question ↓	YES, Do not proceed with visit
3	I have flu or cold symptomsn sneeze frequently, runny nose, (not due to allergy), headache, joint pain, body ache	NO, Next Question ↓	YES, Do not proceed with visit
4	I have a continuous cough and or find it difficult to breathe	NO, Next Question ↓	YES, Do not proceed with visit
5	I have returned from a trip overseas and am showing Covid – 19 symptoms	NO, Next Question ↓	YES, Do not proceed with visit

Name:	Signature:	Date:
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