

COVID-19 Guidance for Visitors / Employees

Your health and safety is our number one priority and we have introduced rules to be followed when attending Aztec's Chessington premises.

Please **do not** attend our premises if:

- You have the following symptoms:
 - Continuous cough – coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours.
 - High temperature – you feel hot to touch on your chest or back (you do not need to measure your temperature).
 - Loss or change to your sense of smell or taste – you have noticed you cannot smell or taste anything, or things smell or taste different to normal.
 - Other symptoms such as difficulty breathing or muscle pain.
- You have tested positive for COVID-19 in the past 7 days.
- In the past 14 days, you have been in close contact with anyone who has been diagnosed with COVID-19, or has been showing COVID-19-like symptoms.
- You have been contacted by the NHS Test and Trace service and asked to self-isolate at home for 14 days.

While on site, please comply with the following requirements:

- When you arrive in Reception, use the hand sanitiser immediately opposite you as you enter the Reception area
- Provide your contact details by EITHER scanning the NHS Test and Trace QR code OR by completing the Visitor Check-in Form on the iPad in Reception.
- Maintain 2m social distancing as you move around the building.
- A one-way system is in place in several areas.
- Stand well back in two-way areas and allow others to pass before you enter a two-way area.
- Do not pass on the stairwell - if someone is using the stairs in the opposite direction, allow them to descend/ascend before you use the stairs
- Slow down when passing others to ensure you maintain 2m distance between you
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Place used tissues in the nearest general waste bin straight away.
- Wash your hands with soap and water often and for at least 20 seconds – use hand sanitiser gel if soap and water are not available, or your hands are not visibly soiled. See our Hand Wash and Hand Rub posters on notice boards for advice on effective hand cleaning techniques.
- Avoid touching your eyes, nose or mouth.
- Avoid touching anything that you do not need to. Clean and disinfect frequently touched objects and surfaces such as workstation keyboards and mice. This also includes touch points such as tea and coffee / refreshment zones where present in office areas.
- If you must meet face-to-face, do not exceed the maximum occupancy indicated on meeting room doors and maintain 2m distance.

Catering Information for Visitors

Refreshments including tea, coffee, still and sparkling water are provided.

We have no on-site catering facilities but we do have a rest area with kitchen facilities, cutlery and crockery where food can be heated and consumed. Guidance about using these areas safely is clearly visible in each rest/kitchen area and we ask that you respect these instructions.

If you are likely to be on the premises for an extended period, we request that you bring food for your own personal consumption, but not to be shared. There are plenty of local facilities for purchasing food.

Other Information for Visitors

Male and female toilets are located on both the ground floor and first floor.

If a fire drill is planned during your visit, your Aztec representative will advise you.

Our Covid-19 Risk Assessment and Operating Guidelines can be found here

<http://externaldocuments.aztecuk.com/index/covid19>.

Induction

Finally, before you attend our premises, please complete this induction form [covid19.aztecuk.com](https://www.aztecuk.com/covid19). The form incorporates a short video that will help you orientate yourself whilst on our premises and explains the steps we have taken to keep everyone safe within our premises. The form also includes a section for your contact information, which we are required by law to keep for 21 days for NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety.