



When you arrive

- Please only visit if you have a negative lateral flow test that day
- Come into reception
- Keep left and head to the front desk
- You may be asked to wait outside or in a safe seating area while other visitors leave

When you come in

- Please let us know in advance how many people will be with you so we can plan accordingly — some of our meeting rooms may only accommodate up to three people, for example
- Please use the hand sanitiser provided
- Please wear a mask — we'll have some to hand
- Please maintain one metre social distancing at all times
- We will ask you and anyone with you to confirm details for Test and Protect*

As you're leaving

- Signs will guide you out
- Please ask for help if you're unsure
- Sanitise your hands
- Within 10 days of your visit, please let us know if you, or someone you live with, has symptoms of COVID-19