

COVID-19 GUIDELINES FOR VISITORS TO PSD OFFICES

As the COVID-19 outbreak continues to affect us all, our priority is to protect the health and safety of our employees and visitors to our offices.

We would like to reassure you that we have implemented safety measures in all our offices that meet or indeed exceed the latest government guidelines.

This also ensures our business continues to operate providing the consistent high level of service that is expected of us.

Prior to visiting our offices

Please do not attend our offices if any of the following applies to you. We will be happy to make alternative arrangements using conference calling or video conferencing.

- have coronavirus (COVID-19) symptoms or have tested positive for coronavirus
- have been told to self-isolate by a government test and trace service, because you've been in close contact with someone who's tested positive
- need to self-isolate because someone in your household has symptoms or has tested positive
- need to self-isolate because you've returned to the UK from an area listed in Public Health England's guidance.

What to expect upon arrival at our offices:

When you arrive at our offices, you will be personally met in our reception area by the member of staff you have an appointment with.

We ask all visitors to use the hand sanitiser provided, take a temperature check and observe social distancing and one-way systems. QR posters are displayed in our offices to help support NHS contact tracing. We encourage all visitors to use this facility upon arrival.

You will also be asked to sign the attached visitor form on arrival. Please ensure that you have read through this in advance to ensure that you are compliant with the prevailing COVID-19 protocols.

Thank you for supporting our guidelines for a Covid-19 secure workplace. If you have any concerns, or questions please raise them with the person you are meeting.

PSD Visitor Form



In accordance with psd's COVID-19 health & safety protocols I confirm the following:

- I have not been designated clinically extremely vulnerable (by a letter/email/text from the Government or notification from your GP)
- I do not have the main symptoms of COVID-19 which are
 - **a high temperature** – 37.5C or above as tested by our thermometer.
 - **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- I do not live with someone who has symptoms of COVID-19.
- I have not been told to self-isolate by a government test and trace service, because I have been in close contact with someone who's tested positive
- I do not need to self-isolate because someone in my household has symptoms or has tested positive
- I do not need to self-isolate because having returned to the UK from an area listed in Public Health England's guidance.

Name	
Email	
Contact Number	