

COVID-19 VISITOR POLICY



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Visiting Meyertech offices

- Please do not visit our offices if you do not have a pre-arranged appointment with a member of staff. You can only visit a Meyertech office if you have a pre-arranged appointment and only where the use of video conferencing for meetings is not practical.

On arrival

- If you are feeling unwell with any of the COVID-19 symptoms please do not attend our premises.
- If our staff suspect you have COVID-19 symptoms you will be asked to leave our premises.
- Our reception areas remain closed. You will be personally met by the staff member you have an appointment with who will help guide you through your meeting.
- You will be asked to confirm that you are not presenting any COVID-19 symptoms and have not been to any UK government Amber or Red listed countries in the last 10-days.
- Please ensure you use hand sanitiser provided on entering and exiting our premises.
- Toilet facilities will be provided and you will be shown where these are by a Meyertech member of staff.

Face coverings

- In line with government regulations, it is a requirement that all visitors to Meyertech offices must wear (ffp2 minimum) face masks at all times whilst in the building.

Meeting Participation

- Your meeting will be held in an appropriate ventilated meeting room with a specified maximum capacity.
- Please adhere to local office guidance in regard to entrance and exit routes and maximum attendees in our meeting rooms and reception areas.
- Please adhere to the government's social distancing (2-meter rule) guidelines for being COVID-19 secure.
- In order to maintain a COVID-19 secure environment we are not providing drinks or refreshments in our meeting rooms. If you require refreshments whilst in your meeting then please bring your own.
- Hand sanitiser will be provided in meeting rooms.
- Please avoid sharing pens, documents and other objects with other participants in the meeting.
- If you have any concerns, or questions please raise them with the person you are meeting.
- Thank you for supporting our Meyertech's policy for a COVID-19 secure workplace.