

London Visitors – COVID-19 Guidelines

All visitors should adhere to the below guidelines, when visiting our premises.

Risk Description	Control Measures
Visitors	All meetings should be held virtually (i.e. phone or video conference) unless circumstances make that impossible. Visitors must wear a face masks at all times unless there is a legitimate reason that prevents this. Visitors should not attend if they feel unwell or if they have been in contact during the previous 14 days with someone who has tested positive for COVID-19.
Entrances	Please use the hand sanitisers that are available at all entrances when entering or leaving the premises.
Lobbies	All visitors entering and leaving to adhere to social distancing guidelines at all times.
Reception	Only one person to approach the reception desk at any one time.
Waiting area	Visitors are to follow guidelines for social distancing whilst waiting for their conference to start.
Lifts	One person only in the lift at any one time. Hand sanitiser to be used before pressing lift buttons. Please use lifts to ascend only (unless disabled).
Stairwells	Visitors are to adopt a stop, look and listen approach. If they hear or see that someone is coming down/up they are to wait at an appropriate distance and allow them to pass before using the stairs.
Conference Rooms	Hand cleaning facilities will be available in all conference rooms. The guidelines about the maximum number of occupants for each room must be followed – in order to ensure adequate social distancing.
Refreshments	Disposable cutlery, plates and cups will be available in each conference room for visitors to use. Visitors are expected to bring their own refreshments (and food if necessary) with them to meetings. Water will be available from dispensers in disposable cups.
WCs	Only one person to be using any communal WC's at any one time