

# Letchworth Garden City

Heritage Foundation

## One Garden City COVID-19 Visitors Briefing Note 14<sup>th</sup> September 2021

- ✓ Do NOT come to One Garden City if you have any Covid symptoms, have tested positive for Covid or have been asked to self-isolate. Please help to keep our staff safe
- ✓ Visitors attending the office must complete a Lateral Flow Test within 3 days of attending the office. Negative results must to be logged with reception.
- ✓ If you have not completed a recent Lateral Flow Test, we will have some available in reception. Once this has been taken and a negative result obtained, you can enter the building. Help protect our staff and keep Covid-19 at the door.
- ✓ Face coverings must be used whilst walking around the building and in the kitchen. There is no need to wear one during the meeting
- ✓ Please make sure you sign in and out. This is VERY IMPORTANT as it is the only way we know who is in the building and can ensure your safety in the event of an emergency evacuation.
- ✓ Hand sanitiser will remain and be available at the entrance and throughout the offices please use this regularly, particularly when entering.
- ✓ Relaxed social distancing measures in place however please be mindful and respect others personal space.
- ✓ Surface wipes are available in each meeting room
- ✓ Be considerate whilst using the kitchen areas giving people space to move.
- ✓ Please use the soap and hand towels provided in the toilets.
- ✓ Please keep to the left when using the stairs.
- ✓ Only one person allowed in the lift at a time.
- ✓ In the event of an Emergency Evacuation a rollcall will be taken – please go to the Assembly point (seating area outside Morrisons). If you are unsure where this is, please ask the person you are meeting to show you.