

Shared Insight Ltd

COVID-19 Entry Procedure for the Old Rectory Building

1. Entrants will be instructed not to enter if they have COVID-19 symptoms.
2. We ask that you take note of all posters and notifications throughout the building
3. Please use the hand sanitiser provided throughout the building.
4. A forehead temperature test will be taken prior to entry using an infra-red thermometer at arm's length. If you have a temperature in excess of 37.8°C you will not be permitted to enter the building and your employer will be informed.
5. Face coverings must be worn before entering the building and throughout the course. You can bring on your own face covering if not they will be provided by Shared Insight Ltd along with guidance for use.
6. All pens will be sanitised, however you may use your own pen if you prefer. The entry record will be saved for 'track and trace' purposes.
7. If there is more than one entrant arriving at the same time, we will keep the front door open but ask that you ensure the 2m social distance is maintained.
8. Entrants are required to sanitise their hands after signing in.
9. Natural ventilation via open windows will be encouraged in all rooms during mild weather.
10. Shared Insight Ltd will consistently review COVID-19 risk control measures on an on-going basis.
11. Instances of repeated or wilful non-compliance will be treated seriously. You will be asked to leave, and your employer informed.