

COVID – 19 GUIDELINES FOR ENTRY TO THE WHITEHOUSE

EXTERNAL VISITORS

Please read and follow these guidelines BEFORE entering the office.



- If you are displaying any COVID symptoms, do not enter the building.
Details of these symptoms can be found via the QR code:
- Please arrive no earlier than 5 mins before your meeting. Early birds will be asked to wait outside to avoid congestion in the reception area.
- To avoid Contact with our entrance buzzer, please call 0207 202 1400 upon arrival for access to the building,
- Hand Sanitisation units are located in the entrance lobby. We ask that you use these upon entry and departure.
- If you prefer to wash your hands, the visitors' toilet is on the left-hand side by Reception.
- Our receptionists will sign you in, so please provide your name and the person you are meeting; we ask that you observe the 2m social distancing guidelines throughout your visit.
- At Reception, you will be asked for your contact details which we will hold, this is so that if someone in the building on the same day as your visit becomes ill, we can ring you. Our Privacy Notice can be found here.
- We are a 'no hand shake' office.
- Facemasks are not mandatory but if you feel more comfortable wearing one, please do. Bins for safe disposal of PPE are located around the office.
- Antibacterial wipes are available throughout the office. We ask that you clean any equipment **prior to use.** Wipes and any PPE should be disposed of in the specified bins.
- 2m social distancing should be followed at all times. Meeting rooms have been adapted accordingly – please do not rearrange seating to compromise the required distance.
- Please bring your own hot drinks, if you wish, as we will not be offering them. Please don't take this personally!
- If you feel ill, or think you are showing any of the symptoms of COVID-19 either during or within 5 days after your visit, please notify 111 immediately and leave the building. Please ensure that you inform Reception on 0207 202 1400 or via mail@gia.uk.com.
- For a copy of our full Risk Assessment, please use the following QR link:



If you do have any concerns, please contact the COO on ed.flute@gia.uk.com or 07772234982.