

Miles

EST. 1924

Covid-19 Update

TO HELP STOP THE SPREAD OF CORONAVIRUS

Important Office Visitor Information

External office visitors please be aware of the following:

- Your temperature will be taken upon arrival using a touch free thermometer
- Please sign in and out electronically using our touch free registration system
Using a smart phone please scan the QR code as you enter and exit
- Please bring your own pen (if one is required)
- Please sanitise your hands upon entry and exit using the sanitiser provided
- Wearing a mask is a regulation (attendance without a mask is no longer permitted)
- Please put on gloves (if paperwork is being handled)
- Meetings are taking place in a large meeting room, where there is enough space to socially distance
- Our staff will be wiping down tables and chairs using antiseptic wipes once visitors have left

Please do not enter if you have...

- A diagnosed or suspected case of COVID-19
- Been in contact with someone who has been diagnosed with or has a suspected case of COVID-19
- Returned from overseas in the last 14 days