

Document Ref:	OCD 126
Revision No:	2

Date of Visit:

Full Name:

Company Name:

Person Visiting:

Covid-19 (Coronavirus) Pre-Visit Information Sheet

Following the Government guidelines and the ongoing situation with COVID-19, we have a number of increased precautionary measures in place. This is a worldwide unprecedented and challenging time for so many people and of course the health and safety of our staff, customers and visitors remains our number one priority. This information sheet has been created to inform all visitors of our control measures and we ask that you follow our requirements when attending site.

You will also be required to view and agree with the Axion or S Norton site visitor induction video prior to attending site. On completion of the above information, you will be emailed the site induction and we will require confirmation by reply email that you will comply with Company health and safety and environmental requirements.

If you are undertaking physical works on an S Norton or Axion site, we require you to prepare RAMS which must contain details of your COVID-19 safe control measures. These will be reviewed for suitability by a member of the Management Team, prior to entry on site.

Please do not attend site if you:

- know of any of your staff or visitors who have met with anyone confirmed of being exposed to Coronavirus in the last 14 days;
- if you, any of your family members, a member of staff or anyone you have to come into contact with have reported symptoms consistent with COVID-19 (e.g. a new continuous cough, a high temperature, a loss of change in your normal sense of taste / smell).

Please note that for all visitors attending site we will be adopting the following arrangements.

- No handshaking.
- Social distancing of at least 2 metres.
- No sharing of general office supplies and equipment e.g. pens for signatures.
- Wearing of PPE e.g. face coverings, masks, gloves.
- Use of alternative toilets (porta-loos) where appropriate.

Due to the ever-changing situation, there may be specific additional controls in place at the time of this visit or we may need to postpone this meeting or hold via a conference call/Microsoft Teams.

We thank you for your understanding.