

GUIDANCE FOR VISITORS - COVID-19 PROTECTIVE MEASURES

Date of Last Review: 21st December 2020

We warmly welcome all visitors to Xquisite Productions; however, we remain committed to protecting all our staff and visitors from any transmission risk relating to COVID-19. We accept there may be a requirement for 'in person' visits to take place for business purposes. We therefore request that any delegation is reduced to its minimal viable number. Large groups of personnel are currently not being permitted access.

To manage this in a safe and effective manner in line with our risk assessment, the following guidance is provided to all. We politely request all visitors strictly adhere to these procedures.

- Any visitor that is experiencing COVID-19 symptoms or suspects recent exposure to somebody who has (in accordance with current NHS guidance) **should cancel their appointment and not come into the building.**
- All visits must be booked in advance to manage the number of personnel in the building. All visits to the site must take place between 0900hrs-1700hrs (Monday-Friday). **Entry outside of these times will not be permitted.**
- Upon arrival to our offices, please park in the designated visitors' bays. The building is locked and therefore please ensure you have your point of contacts phone number before arrival. **Please phone your point of contact who will facilitate access.** Alternatively, please call the main switchboard on 0845 310 2727 who will be able to assist.
- On admission to Xquisite Productions we ask that all visitors maintain the 2m social distancing rule and wear a face mask unless medically exempt. Please follow all signage and markings when in the offices and factory. **Entry without a face mask will not be permitted.**
- **On arrival visitors should wash their hands in accordance with NHS guidelines.** Your host will direct you to the washroom. There is a designated visitor's toilet for your convenience and safety.
- **The use of company facilities e.g. telephones, photocopier etc. are currently unavailable to visitors.** Any specific requests for remote working and use of facilities will be considered on an individual basis following advanced notification.

The visitor's policy is under constant review and Xquisite Productions reserves the right to change its practices in accordance with government guidance. Entry to the site may be refused by Xquisite Productions if it deems it appropriate.

Please direct any questions or concerns you may have to the undersigned.



Daniel O'Brien
Director of Operations