

## **CORONAVIRUS**

### **VAS Staff**

Based on government and NHS advice the Management of VAS will implement the following

- If you have a fever or dry cough you must self-isolate for 7 days
- If someone in your household has a fever or dry cough you must self-isolate for 14 days
- There will be a mandatory temp check every morning when you enter the building
- Wash hands every 2 hours
- Only use hand dryers, no towels to be used
- No shaking of hands
- Use your own coffee / tea cup and make only your coffee / tea
- Someone must wipe down canteen before and after use
- No hot desking
- 2 meter/6ft distance must be kept at all times

These rules apply to site visits where possible

### **Visitors**

- All non-essential visits are stopped
- Essential visitors should
  - 1) Sanitize hands in reception
  - 2) Have temperature taken upon arrival
  - 3) Wash hands every 2 hours
  - 4) No shaking of hands
  - 5) Keep 2 meters/6ft distance at all times
  - 6) Wash their own cup and make their own coffee

In the coming weeks these policies may change, depending on government advice, we will inform you all immediately of any changes by email, what's app or face to face meetings.

VAS is taking the Coronavirus threat seriously and we will maintain normal working practices for as long as we can stay within the government and NHS guidelines.

Thank you for your support on