

**Been in contact with an infected person
or showing the following symptoms?**

DO NOT ENTER THE BUILDING



**A Cold /
Feel Unwell**



**Hot /
Feverish**



**Cough /
Respiratory**



**Flew Recently /
High-Risk Area**

**If unwell, regrettably you will be asked to leave
NHS advice call 111
Wickwoods reception call 01273 857567**

TAKE STEPS INSIDE BUILDING

**and help prevent the spread of flu, common
colds, and other respiratory infections:**



**Sanitiser / Wash
Hands Regularly**
Sanitiser provided



**Cover Cough
/ Sneeze**
Use tissue/sanitise



**Avoid Touching
Your face**
Reduce your risk

If unwell, regrettably you will be asked to leave



Updated: 27.7.20

Coronavirus Policy – Safeguarding Wickwoods Team & Clients

A stringent policy is in place to minimise the risk of infection

Through advanced booking, controlled access is being provided for member use of the facilities.

Members are asked not to attend Wickwoods if they have any symptoms (a cough, high temperature or shortness of breath) until they have been tested and cleared of Coronavirus and their symptoms have passed.

If an individual has been to a high-risk area (abroad or within UK), flown, been in the vicinity of a suspected case, or where test results are pending; we request that they do not visit Wickwoods for 14 days or until they are tested for infection.

Protection measures are in place within the venue for both our team and clients' safety. Members are asked to sanitise/ wash hands regularly during their visit. Members must maintain a responsible 2-metre social distance where possible, though on occasions the minimum distance to allow is at least 1-metre.

Members are asked to follow all instruction in the venue provided by the Wickwoods team.

We are monitoring developments and will advise of any increase in risk. Our internal policy is listed overleaf. For further information please email Lee Goossens lg@wickwoods.co.uk

Continue overleaf



Internal Procedure - Safeguarding Wickwoods Team & Clients

1. Any team member who develops a cough, high temperature or respiratory symptoms is not to attend work until they have been tested & cleared by calling the NHS on 111.
2. Any team member with cold, flu symptoms is not to attend work until cleared to do so by Lee 07710908088.
3. Regular reminders will be sent to our client and supplier base not to visit Wickwoods if they are displaying any symptoms or have been in contact with a diagnosed case, or a case pending test results.
4. A visible supply of sanitiser is available throughout the venue, including workstations.
5. Team members are to wipe down all touch points, tills, phones, keyboards etc with sanitiser on a regular basis throughout the day.
6. Cleaners are sanitising all touch points as part of cleaning process.
7. Where a member of the team, a client or supplier advises that they are to undergo a test for the virus, their details are being passed to Lee Goossens (MD) immediately without exception.
8. The person's movements at the venue the prior two weeks will be established.
9. Details of all members and team members who may have come into contact with that person will held on file pending test results.
10. If the suspected case is confirmed all persons who may have come into contact with the diagnosed case will be informed in order, so they can self-isolate and seek testing.
11. The process from 7 – 9 will then be repeated in the case of each diagnosis.