

## AMBER VISITORS COVID -19 GUIDANCE DOCUMENT AND DECLARATION.

We look forward to welcoming guests to our offices at 3 More London Riverside.

This document is intended to provide the guests of Amber with the information and guidance about our office policies and procedures in advance of visiting our office.

To ensure your own health and safety and that of others who use 3 More London Riverside it is essential you read this guidance in full and adhere to the contents.

### **Prior to your visit**

Please ensure that you do not attend our offices if you answer **YES** to the following:

1. You have COVID-19 symptoms
2. A member of your household has tested positive for COVID-19.

### **During your visit**

Despite Government guidance that face masks are no longer a legal requirement, for the safety and comfort of everyone at 3 More London Riverside the building will continue to enforce them in all communal areas.

All Amber visitors entering the building must wear a face mask/covering which they may only take off once in the Amber office. For the avoidance of doubt face coverings must be worn in all common/shared areas of 3 More London Riverside which includes lifts, lobbies, and the atrium.

It will your responsibility to bring your own face covering.

All guests to 3 More London Riverside must use hand sanitiser before they go through the turnstiles and again when entering the Amber office.

There is no need to touch the turnstiles as you enter as your guest security pass will be activated if you hover it over the panel on the turnstile. Touch free hand sanitisers have been installed in the entrances to 3 More London Riverside

A maximum of 4 people will be allowed to use a lift at any one time. Please note that social distancing floor signage is in all lifts. A face covering is required when travelling in the lifts.

All toilets on all the floors are open, some urinals and sinks are closed to assist with social distancing.

When arriving at Amber glass reception door, please ring the doorbell where a member of staff will open the door and let your host know of your arrival.

Please wait for your host to escort you to the meeting rooms where you will find refreshments.

### **Following your visit**

If you or anyone you live with have COVID-19 symptoms which are (i) a high temperature, (ii) a new continuous cough, or (iii) a loss or change to your sense of smell or taste, or receive a positive COVID-19 test, within 10 days of your visit to the Amber office please inform your host so Amber can act accordingly to prevent those who may have been exposed from mixing in the community and passing on the virus.

We thank you in advance for complying with the information above.