



RBLI Coronavirus Visitor Guidelines: September 2021

The health and safety of our employees, beneficiaries and visitors are of paramount importance to us and in response to the Pandemic, we have put in place measures regarding enhanced cleaning, hygiene, social distancing and other safety procedures throughout our organisation. As part of those measures, we have introduced the following procedures for all visitors and contractors attending RBLI premises.

1. You must only attend an RBLI premises if you have a confirmed appointment.
2. Upon confirmation of your appointment, you will be sent a link to an online COVID-19 Health Declaration Form, which will need to be completed within the **48-hour** period **before** the date of the visit. Following submission of the form, you will receive an email confirming whether or not the visit can go ahead. We ask you not to attend unless you have received confirmation that your meeting can go ahead.
3. You must not attend any RBLI premises for any reason if you are currently required to self-isolate under Government Guidance including where you have Coronavirus symptoms*
4. Upon arriving at the RBLI premises, you should telephone the person arranging the meeting to advise them of your arrival, whereupon you will be advised that someone will collect you at an agreed meeting point. If you arrive early, you should wait in your vehicle or away from until the time of your meeting to minimise contact time.
5. You are required to wear a face covering to enter onto RBLI premises and to wear them in communal areas, around any of our factory premises where a higher grade face mask will be supplied, and as otherwise directed.
6. Your host will sign you into the building either via a digital online process or using a manual record which will include your name, contact number and the name of the person you are visiting (usually host name). In some cases, your temperature may be taken on entry to the premises.
7. Whilst on RBLI premises, please comply with all other safety requirements in place and notified to you, including sanitising on entering the building and at any sanitising point, as well as the wearing of additional Personal Protective or other safety equipment which may be issued to you and which must be kept on your person at all times.
8. Please ensure that you maintain social distancing at all times, comply with any safety notices and follow good personal hygiene practices whilst on RBLI premises: when coughing and sneezing cover mouth and nose with flexed elbow or tissue and throw tissue away immediately in the bins provided and wash hands immediately afterwards.
9. Please ensure that any equipment or stationery which you bring on site is kept with you at all times.
10. If whilst on RBLI premises you begin to feel unwell with any of the Coronavirus symptoms, you must alert the host of the meeting straight away and ensure that you leave the premises immediately, where possible, avoiding touching any surfaces on exiting the premises.

11. We ask that you** notify us if within 14 days of attending the RBLI premises you are advised to self-isolate by NHS test and trace or via the NHS app, or you or a member of your household develops Coronavirus symptoms or tests positive for Coronavirus.

*The current requirements regarding self-isolation are as follows:

- You are experiencing Coronavirus symptoms (that is a high temperature, a new persistent cough or a loss of or change in sense of smell) or test positive for Coronavirus;
- A member of your household is experiencing Coronavirus symptoms or tests positive for Coronavirus;
- You have been required to self-isolate by NHS test and trace agency or the NHS app as a recent close contact with someone who has tested positive for Coronavirus;
- You have returned to the UK from a red list country.

** In the case of Contractors, this will either be the Contractor or the Organisation employing the Contractor.

For more information please check current Government advice prior to attending the meeting.

RBLI continues to monitor the COVID-19 outbreak on a national, regional and local level, and this guidance may be updated at short notice and in line with official guidance.

We thank you for your cooperation