



COVID-19: Living Streets visitor guidelines

Living Streets 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.

The health and safety of our employees, partners and communities is of paramount importance at this time, and we have put in place a set of guidelines regarding cleaning, hygiene, social distancing and travel throughout our organisation.

External visitors to our offices are limited to essential maintenance and essential delivery contractors only. Only in exceptional circumstances will other visitors be permitted, such as to attend essential meetings where no feasible (i.e. Video conferencing) alternative can be found, and it is deemed safe to do so. Meetings should be kept as short as possible, and to a maximum of one hour.

We ask all visitors to Living Streets offices to comply with the following measures in full.

1. All visits must be PRE-APPROVED

- Visitors must confirm their visit has been approved by our Senior Management Team via their Living Streets contact before attempting to travel to and/or access any Living Streets office.
- Visitors are required to confirm they have had no symptoms of COVID-19 within the last 14 days and have not been in contact with any such persons or visited high risk areas, prior to, and on the day of their visit.
- Visitors must inform their Living Streets contact of any health and safety requirements placed upon them by their own organisation (if relevant) prior to their visit.

2. All visitors must apply the following physical distancing and personal hygiene measures:

- Visitors must remain aware of other building and office users, and follow all safety signage within communal areas and Living Streets' private office areas.
- It is our policy that all Living Streets staff and visitors maintain a 2 metre physical distance at all times.
- Wash your hands frequently or use a hand sanitiser, including immediately before and upon entry / exit.
- Do not shake hands.
- Avoid transmission during meetings, for example by not sharing pens and other objects.
- Practice cough & sneeze etiquette – Cough into your elbow or into a tissue (covering both your mouth and nose), not into your hands. Then wash your hands.
- Current guidance is that wearing a face covering within non-clinical settings is not required, but all staff and visitors wishing to provide their own face covering are fully supported to do so, and should refer to [official guidance on face coverings](#).



3. You will not be allowed to a Living Streets office:

- If you have any symptoms of COVID-19 or if you have recently been tested positive for COVID-19. Living Streets requires any visitor to be 14 days without symptoms.
- In case of explicit prohibition by local authorities.

4. If you test positive for COVID-19 within a period of 14 days after your visit a Living Street office

We ask visitors and their employer to communicate this promptly to your Living Streets contact, upon notification of which we will activate our COVID-19 Emergency Action Plan, notifying the appropriate authorities; providing further updates where required.