



## **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.**

**We ask all visitors to a Living Streets office to familiarise themselves with this guidance and agree to the necessary actions that are being asked of you prior to arrival at our offices.**

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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. However, in circumstances where organisational priorities necessitate, other visitors may 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. E.g. wearing of face coverings.

### **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, however, we ask all staff and visitors to wear a face covering during hosted meetings to help



protect our staff and other attendees wherever practicably possible. [Official guidance on face coverings can be found here.](#)

### **3. Ensuring safe visits to our offices**

To ensure that your visit is managed safely and does not put others at risk, you are asked to review the questions below. Should you answer 'Yes' to any of the following, please do not attempt to travel to a Living Streets office and instead get in touch your Living Streets contact to reschedule your visit.

1. Have you experienced any COVID-19 symptoms in the last 14 days? Symptoms include: a cough, breathlessness, tiredness, a temperature, loss of taste and smell, or vomiting or diarrhoea?
2. Have you or a member of your household has had close contact with someone who has either tested positive with COVID-19, or has been told to self-isolate within the last 14 days?
3. Have you been told by your GP or other NHS professional that you should be isolating?
4. Have you visited and/or arrived into the UK from a country outside of the Common Travel Area within the last 14 days, requiring you to self-isolate?

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

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