

The flooring is marked at 2m intervals to encourage social distancing

Sanitiser stations are positioned in reception for customers

Staff check sanitiser levels regularly

Perspex screens are fitted to reception desks to help maintain social distancing

Reception desks are extended where it is not possible for reception staff to maintain 2m distance with one another (where more than one receptionist is needed, unless able to work back to back)

Only one receptionist is situated at reception where desks cannot be extended and where 2m distance cannot be maintained

Floor marking indicate where customers should stand at reception

Receptionists wear gloves (not advised by government)

Hand sanitiser is available to receptionists to be used if having to handle cash

Card payments and contactless is strongly encouraged

Card payment machines are sanitised frequently

Customers are encouraged to book online

Tills/touchscreens are sanitised on staff changeover

Desks, telephones, radios and PA controls are sanitised on staff changeover and immediately after another member of staff touches them

Regular cleaning of the Perspex screen takes place

Returned retail stock is isolated for 72 hours prior to placing back on display

Hire equipment is sanitised between use / reissue

Staff receiving back hire equipment wash / sanitise their hands immediately after handling it

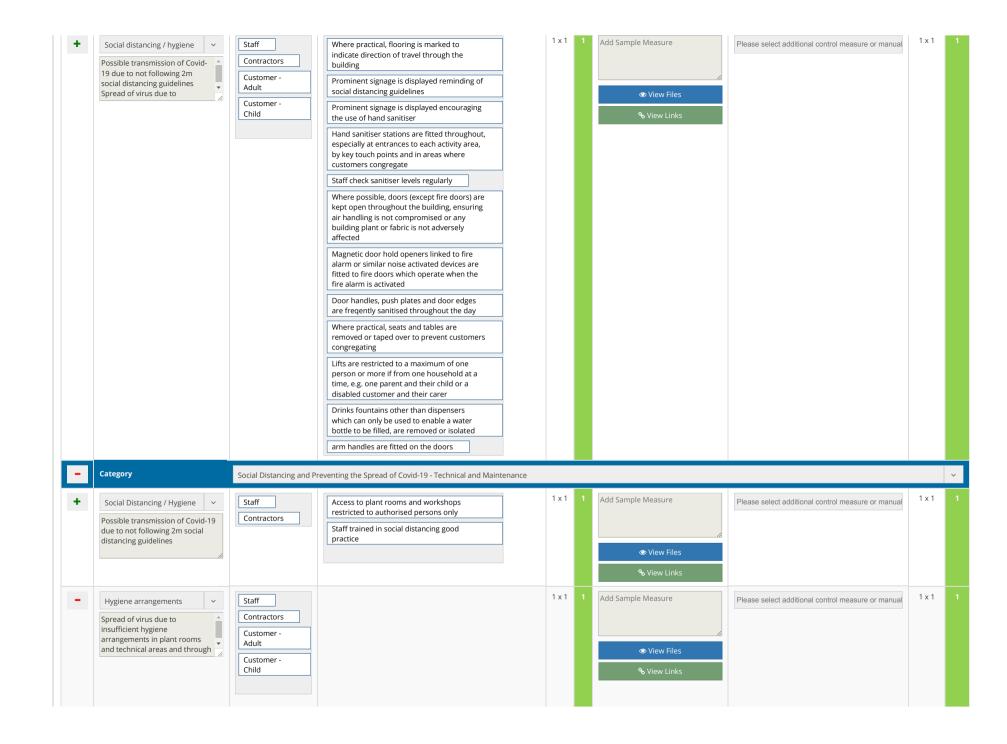
Contractors and visitors are signed in/out by receptionists

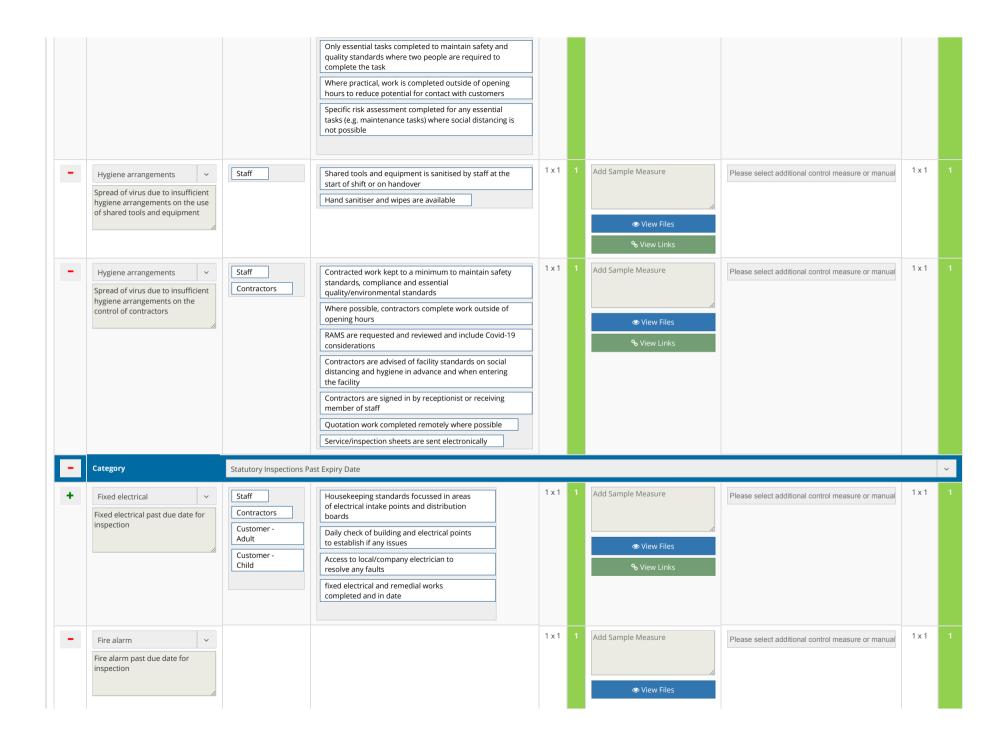
Contractors are provided with guidelines and any rules related to Covid-19 arrangements in advance of their attendance

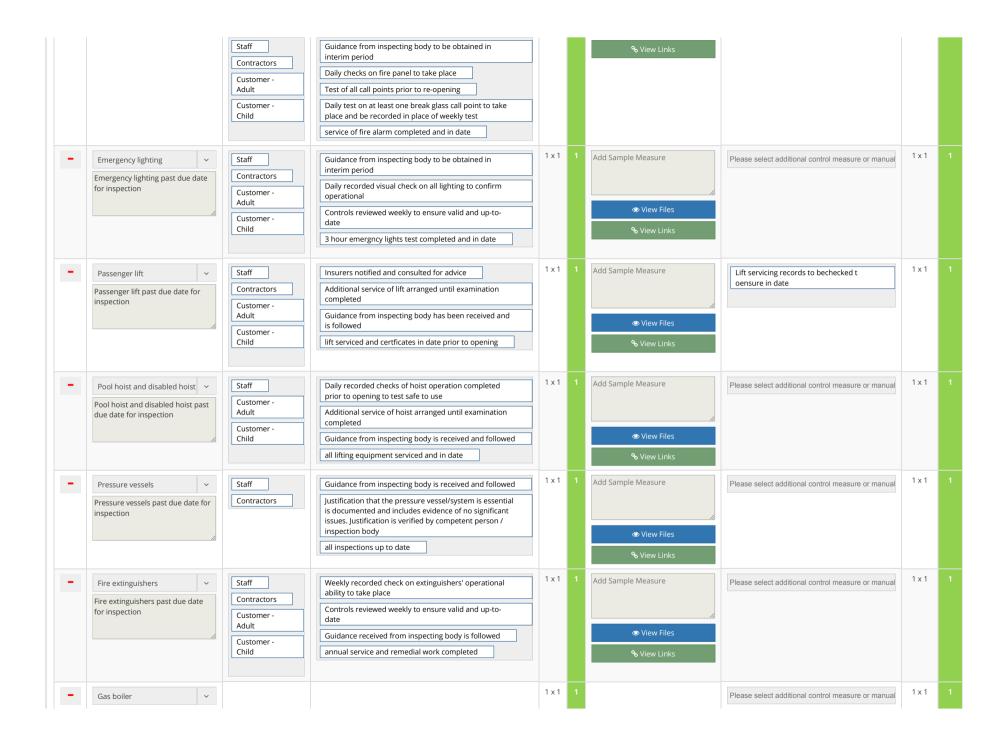
Any visitor passes an keys that are handed out to contractors are sanitised upon return

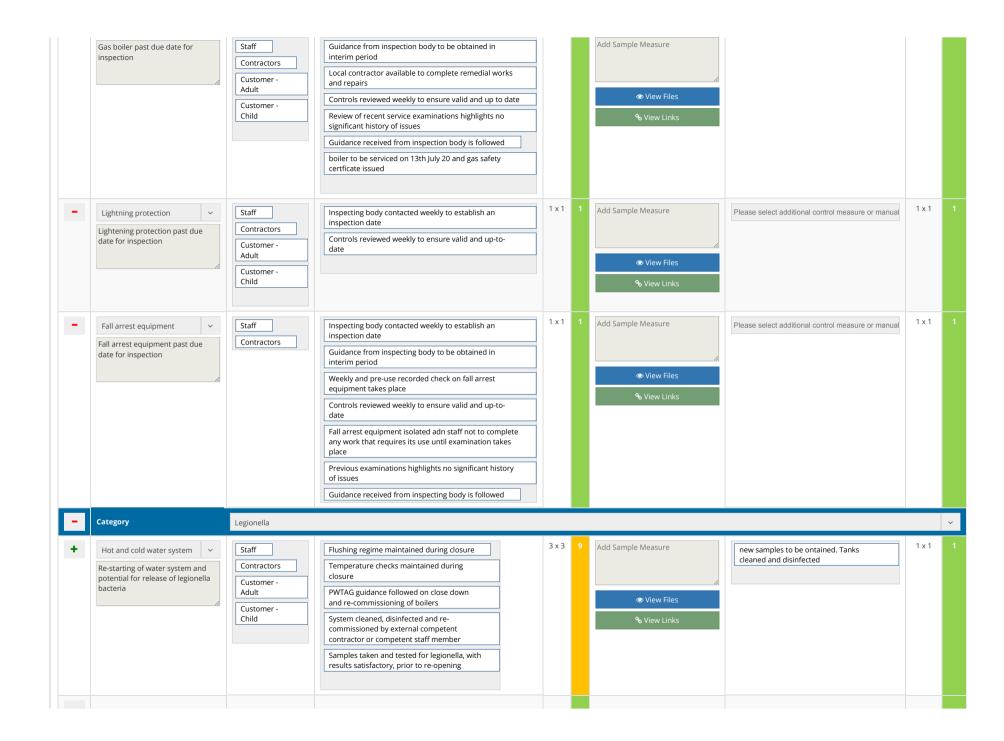
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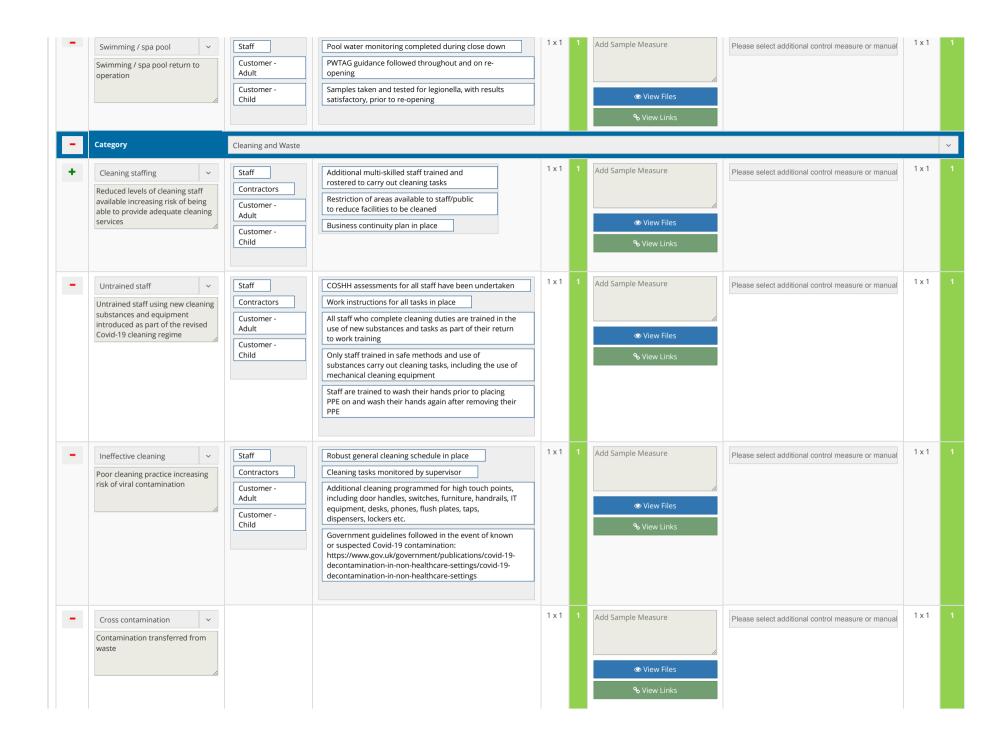
Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas

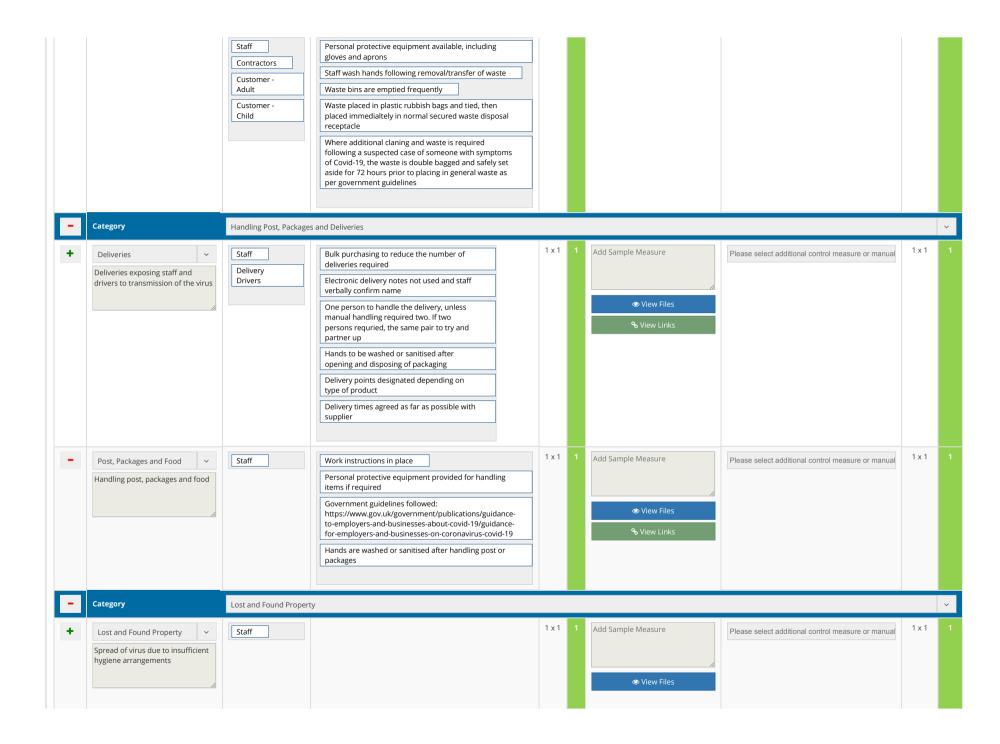
















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