

## Majas Visiting Procedure (Employee)

Please ensure the guidelines below are followed to ensure the safety of all our employees / clients.

If you are expecting visitors who wish to attend our premises you must ensure that the Covid-19 Visitor Questionnaire is completed **prior** to any visit wherever possible. The completed forms must then be passed to the Office Manager where they are stored safely in a locked unit.

If any of the questions on the form have been marked **YES** your visitor will not be allowed to visit our premises, you must re-schedule your meeting.

If permission is granted for a visit to take place at our premises please ensure all visitors are aware that they will be required to wear a mask whilst attending our premises. They will also be asked to use sanitiser gel upon arrival and throughout their time spent in our premises.

Please remember we have marked areas for social distancing purposes and these should also be adhered to at all times, whereby close contact may occur please use the shields held on the shop floor for added protection.

## Majas Visiting Procedure (Clients / Suppliers)

We at Majas Switchgear Ltd take the safety of our employees, clients and suppliers seriously.

To ensure you remain safe at all times we have protocols in place to ensure this happens.

We would ask that you complete the Covid-19 Visitor Questionnaire in advance of your visit, if possible, if not you will be asked to complete this at reception. (please see attached questionnaire).

If your response is **YES** to either of the questions we must ask that you do not attend and reschedule your meeting where possible.

If however you answer **NO** to both questions you will be granted permission to attend and we would then ask you to follow the protocols in place, namely:-

Please wear a facial covering / mask upon attendance.

Adhere to social distancing measures in place as these are marked out throughout the building.

Ensure you use the Hand Sanitiser Gel upon arrival and throughout your visit.

We apologise for any inconvenience this may cause but your safety and that of our employees is very important to us.