

COVID-19 Client Site Safety Letter

Dear client,

Due to the current levels of risk posed by the COVID-19 virus, to protect our staff and yours, **INSERT COMPANY NAME** is actively encouraging the use of video conferencing technology to carry out client meetings.

However, we do acknowledge that in limited certain circumstances a face-to-face meeting will be essential. Where this is the case, please be aware of the following measures we have put in place:

- Employees who are either clinically vulnerable or living with someone who is shielded will not be permitted to carry out a site visit.
- Any employees experiencing symptoms will be asked to follow self-isolation procedures.
- At the current time, we are not permitting staff to use public transport to attend client meetings. If, for some reason, it is essential for more than one employee to attend the site, they will travel separately.
- We will request details of the safety measures you have implemented to help protect our employees on your premises. We would expect social distancing measures to be in place throughout the duration of the site visit.
- Our employees have been instructed to follow your site safety rules, including the use of Personal Protective Equipment (PPE), where necessary. Staff will be issued with disposable gloves, disposable masks and personal sanitiser.
- If the use of PPE is required on site, please ensure that there are waste disposal facilities available for the disposal of gloves and masks.
- If you have specific requirements on PPE or any other COVID-19 safety measures, please ensure our employees are advised of these before they arrive on site.
- Where our employees arrive on site and feel that the measures in place are not adequate to protect their safety, they have been instructed to inform you of their concerns and, if necessary, leave the site.

We will be keeping the above stance under constant review during the pandemic, but if you have any questions, please do not hesitate to contact us.