



## **Visitors to Priory Pembroke (COVID-19)**

Visitors are not encouraged to Priory Pembroke during this time of the global pandemic. However, there are times where a visit is necessary.

Alongside our existing procedures for visitors (Safeguarding Checks), during this time all visitors should also follow these procedures:

1. Visitors must not enter the site or buildings if they are displaying any COVID-19 symptoms.
2. Visitors report to Main Reception, hand sanitise and wait outside the building if possible. If visitors need to wait inside Main Reception they may be asked to wear a face covering.
3. Visitors will need to provide their name and contact details in order to follow the Track and Trace guidelines. These details will be disposed of securely 21 days after the visit.
4. The member of staff responsible for their visit will meet them at Main Reception and take them to the room to be used for the visit.
5. Regular hand washing / sanitising should take place during the visit and visitors should follow social distancing guidelines at all times.
6. Rooms used should have windows open and, where possible, the door open to allow a flow of air through the room.
7. When leaving the visitors should be escorted to the Main Reception to sign out by the member of staff responsible for their visit.