



COVID-19 VISITOR POLICY

In order to keep our employees, clients and visitors safe we have made several changes to the way we do things at Thomas Armstrong Group of Companies. Here's what to expect when you visit:

All visitors must check in at Reception or Gatehouse (if attending Head Office)

- Visitors will be required to fill in a form, scan QR code into phone and, if necessary, have their temperature taken.

Masks and Face Coverings

- Our employees will be wearing masks and face coverings when working in our public spaces, visiting other offices or having dedicated meetings with staff and/or visitors.
- We kindly request all our clients and/or visitors to Thomas Armstrong business locations wear a mask or face covering whilst in the building/on site. We know that there may be exceptions so please let us know.
- Face masks will be made available to visiting clients who need them. Just ask at Reception or Gatehouse.

Refrain from handshakes

- During the pandemic, our workforce is operating a policy of no-physical contact.

Maintain Social Distance at all times

- Please maintain a distance of at least 2 metres from others whenever possible.

We apologise for any inconvenience this may cause, but the Health & Safety of our staff, families and community is our paramount concern.

We will update this notice as we reassess the situation over the coming weeks/months.

Thank you for complying with these measures