



Positive Wealth Creation Ltd

Registered in England No: 4802683. A list of Directors can be viewed at the Registered Office.

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Positive Wealth Creation Ltd is authorised & regulated by the Financial Conduct Authority: 481182.

A GUIDE FOR VISITORS TO HELP THE OFFICE OF POSITIVE WEALTH CREATION LTD AT 55 VICTORIA STREET, STAY COVID -19 SECURE.

As a consequence of the Pandemic, changes have been made to the office layout to promote social distancing and to reduce the risk of the transmission of Covid-19 Coronavirus.

1. Minimising transmission risk.

If you or anyone in your household displays symptoms of, or has been exposed knowingly to someone who has, Covid-19 Coronavirus **please do not come to the office.** The known symptoms of Covid-19 Coronavirus are:-

- A high temperature, which means you feel hot to touch on your chest or back;
- A new continuous cough, which means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- A loss or change to your sense of smell or taste, which means you notice you cannot smell or taste anything, or things smell or taste different to normal.

To protect others, do not go to places like a GP Surgery, Pharmacy or Hospital if you have any of these symptoms. Get a test to check if you have Coronavirus and stay at home until you get your result. Our meeting can wait.

2. On Arrival at the Office – in the front lobby.

- The front door will be locked so please knock for entry.
- The Government requires visitors to the office to wear a face covering whilst indoors, unless exempt. If you do not bring your own, there is a supply of face masks in the front lobby.
- Please use the hand sanitiser provided.
- Please hang your coat and leave any umbrellas on the new Hat Stand.
- Please wait to be shown into the office.

3. In the Office.

- Please observe social distancing and the signage installed.
- If the weather allows, there is the option to have our meeting in a distanced manner in our back courtyard. If this is your preference, you will be shown through the kitchen out into the back courtyard. Please mind your head and watch the step. There is no need to wear a face covering if the meeting takes place in the courtyard.
- Alternatively, you will be shown to our downstairs meeting room, which has been arranged to maximise distance but please note the diameter is only 1.2m across.

4. Other Considerations.

- For our mutual protection the office is being cleaned daily.

- You will be offered a drink as usual but this will be delivered on a tray to minimise the use of cup-handles.
- To reduce contact within the building owing to their location upstairs, and to minimise the risk of transmission more generally amongst our staff, we can offer the use of the lavatories during your visit only in an emergency. A clean hand towel will need to be provided for your sole use.

5. On Departure.

- Please allow a colleague to unlock the front door and to return to their desk prior to collecting any coats or umbrellas from the front lobby.
- Please use the hand sanitiser on leaving if you wish.

Thank you for your assistance to maintain our mutual safety during the ongoing unusual times.

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