

# COVID-19 pandemic information for visitors to the Barnet Mencap Office



Most of our support will continue to be offered remotely or **in the homes** of our supported housing and short breaks clients.



Please do not visit us if you have **symptoms** of COVID-19 (Coronavirus), however mild, or if you have been advised to stay at home by an NHS letter or medical advice.



Visits to the office will be exceptional as we ease out of lockdown, but if you do have to visit our offices please follow these **guidelines**.



Please **sign in** at Reception and sign out when you leave.

You may use your own pen if you wish.



Please **wash your hands** or use handgel as soon as you arrive.

Handgel is available throughout the office.



**Advice** on handwashing is available near each sink.



Please **wear a face covering** when you visit us.

Our staff may also wear face coverings.



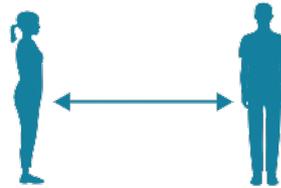
We have a **digital thermometer** available at Reception but its use is voluntary and we will not be storing any information about its use.



Sneeze guards will be available in the meeting rooms.



Please take note of the **signs** about maximum numbers of people in a room and social distancing.



Staff will help you to stick to **social distancing** guidelines when you are in the building.



Visitors may use the **meeting rooms, Reception area, the corridor and the toilets.**



Please **stay out of the kitchen and main office.**



We have **waiting space for one person** at a time.

Sometimes you may have to wait outside the building, regardless of the weather.



All **appointments must be booked** in advance to limit the number of people in the building at one time.

We apologise if you have to wait longer to get an appointment because of these restrictions.



We are not able to offer visitors **refreshments**, unless there are exceptional circumstances.

We will review these guidelines alongside government advice, but restrictions will be in place for the duration of the pandemic.

More information about activities and COVID-19 restrictions is available on our website at [www.barnetmencap.org.uk/covid-19](http://www.barnetmencap.org.uk/covid-19).

Thank you for your help and please give us your feedback.