



*15th October 2020*

## **Guidance on the rules for accepting external visitors at Milestone Institute**

Due to the rapid spread of the coronavirus we will be implementing some additional guidelines and restrictions regarding our visiting policy in an attempt to help stop the spread of COVID-19 and other viruses.

Upon entry, external guests are agreed that their contact data are being registered by the Reception Team. They are also kindly asked to declare their agreement with the regulations mentioned in this document.

### **Safety measures:**

In line with our new safety measures, we kindly ask our external visitors to refrain from visiting the Institute in the following two cases:

- If they or anyone living in their households have had a fever or a respiratory illness with coughing in the last 10 days.
- If they were abroad in the last 10 days.

### **Entering the Institute:**

External guests have to arrive at the Institute no more than 5-10 minutes earlier than their scheduled appointments. After arrival, our guests must go through the following process:

- The use of a hand sanitizer available at Reception is mandatory upon entry but does not substitute handwashing.
- Our external guests must wear a mask from entry until they reach their destination (the Reception Team will also welcome them wearing masks).
- At Reception, we perform a quick temperature check with a non-contact thermometer. If the temperature is determined to be 37.0 or higher, entry into the Institute is not permitted, and your guest is kindly requested to refrain from visiting the premises for the next 10 days.
- We kindly ask our guests to keep a distance of one and a half metres in the Institute.
- Hygiene regulations must be followed as well, including disinfection of shared items after touching them and refraining from all forms of physical contact (e.g. handshake, hug).

Thank you very much for always keeping these rules in mind at all times as these are in the interests of all of us. Despite the constraints, we do our best for your convenience.