

Information for contractors and visitors before entering WPD sites

WPD is taking proactive measures to help prevent the spread of COVID-19.

We want to keep you and our staff safe at all times. Ahead of your visit please find below some guidance to keep all parties safe.

Anyone who meets the following criteria should **NOT** come to site:

- ✓ **Has a high temperature or persistent cough (or a recent loss of smell and taste).**
- ✓ **Has been identified as a clinically vulnerable person (by virtue of age, underlying health condition, clinical condition or pregnant).**
- ✓ **Is living with someone in self-isolation.**

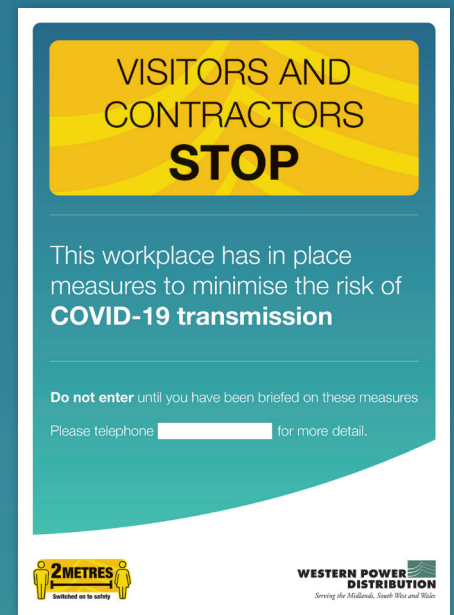
If you are experiencing symptoms, please seek medical advice or complete the NHS COVID-19 online questionnaire to advise you on further action to take.

Thank you for your understanding.



WPD Contractors:

- Only visit a WPD depot or office for a purpose agreed with a WPD Manager.
- Only visit a WPD depot or office at a pre-appointed time agreed by a WPD employee.
- A WPD contractor ID card must be used for access at the barrier – **DO NOT** tailgate entry.
- No ID card? Please call the telephone number on the barrier poster.
- Park your vehicle in the designated parking area ensuring adequate spacing for social distancing.
- **DO NOT** enter the building or stores area. Use the phone number on the door to arrange access.
- A WPD employee will brief you on COVID-19 measures relevant to the area you need to visit.
- Once you have been briefed, follow the onsite rules, including additional COVID-19 signage that may restrict access to toilets and mess room facilities.
- On completion of your visit, leave site, maintaining social distancing from others.



Visitors:

- Park your vehicle in the designated parking area ensuring adequate spacing for social distancing.
- Approach the building main entrance on foot observing any pedestrian signs to ensure your safety.
- Look out for a poster (like the one shown to the right) which will be located at the office visitors entrance.
- Please do not enter the building, telephone the number on the poster and explain the reason for your visit.



Sites with a barrier system

- When arriving at sites where there is a barrier system before the car park, note the contact number on the barrier or use the intercom to announce your arrival and the reason for your visit and you will be told where to park.
- Park your vehicle in a designated parking area.

Once you have called the site contact number (on the poster)



Please **do not** enter any buildings.



A WPD employee will meet and greet you maintaining **2m social distancing** and will brief you on the site COVID-19 rules and explain next steps.



Once you have been briefed, follow the onsite rules, including **additional COVID-19 signage** that may include restricted access to toilets and mess room facilities.



On completion of your visit, leave site, maintaining social distancing from others.