



Visit Checklist

Staffordshire Chambers of Commerce want to ensure that when we welcome visitors to our offices at Commerce House and when a Chamber employee visits your premises, everyone feels as comfortable and safe as possible. The health and safety of our employees and visitors is of utmost importance to us and never more than at the current time. Therefore we have outlined some questions and answers below and would appreciate it if you could take a look at these and respond to your contact at the Chambers before your meeting takes place.

Please let us know if there are any safety precautions that you are taking that we need to be made aware of, or indeed, if there is something you would like us to do to make you feel more comfortable visiting our offices.

If we are visiting you.....

1. Has a COVID-19 risk assessment been carried out at your premises?
2. For visitors to your premises, do you have any instructions on parking?
3. Do you have entry/exit instructions to the building?
4. Who will be the main point of contact for the meeting?
5. Where will the meeting take place, and with whom?
6. Will the meeting take place in a ventilated room which adheres to the 2m social distancing?
7. Is hand sanitiser provided at point of entry/exit and in the meeting room, in addition to washrooms?
8. Are visitors required to wear a face mask?
9. Are screens in use (if appropriate)?

If you are visiting us

1. A COVID-19 risk assessment has been carried out for our offices and is available on request.
2. We have ample parking at Commerce House, and would ask that where possible, you try to leave one parking space between each car.
3. On entry to Commerce House, you will be asked to sanitise your hands and take your temperature before signing in.
4. Your main point of contact will meet you at the entrance to let you into the building. You may want to call them when you arrive so that they can come and open the door to avoid contact with multiple people.
5. We have a designated room for meetings at the Chambers with external colleagues. This room has a window which opens fully, and the room will be thoroughly cleaned after each use.
6. Hand sanitiser is provided on the reception desk, in meeting rooms and at the entrance to washrooms.
7. Visitors are not required to wear a mask but may if they wish.