

# Guidance for Visitors

## STAYING COVID-19 SECURE WHEN VISITING THE LENDINGMETRICS OFFICE



Since the COVID-19 pandemic began, LendingMetrics has established a safe working environment, including producing an extensive company policy and COVID-19 risk assessment to ensure employees and visitors are following government guidance to remain safe and confident within the workplace. LendingMetrics wants to ensure that all employees and visitors remain safe during any visits.

If you have travelled to high risk areas (as defined by the [UK government](#)) or you are experiencing any of the symptoms listed below (as defined by the [NHS](#)), please do not visit the LendingMetrics office and immediately notify your contact at the company.

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

If you are experiencing any of the above symptoms, please seek guidance from your GP or call 111 and reschedule your visit to the office for in at least 14 days' time.

If, within 14 days of you visiting the office, an employee that you have been in contact with during your visit shows any of these symptoms, a representative from LendingMetrics will inform you as soon as possible. If, within 14 days of you visiting the office you show any symptoms please immediately contact:

### Paul Brown – Head of Operations

✉ [paulb@lendingmetrics.com](mailto:paulb@lendingmetrics.com)

☎ 07948 247851


### Neil Williams – CTO


✉ [neilw@lendingmetrics.com](mailto:neilw@lendingmetrics.com)


☎ 07908 757770


LendingMetrics aims to minimise the number of unnecessary visits to the office. This includes encouraging remote video calls, limiting the number of visitors at any one time and maintaining a record of all visitors.


### When visiting the office, please adhere to the following guidelines:


 **Sign in when arriving and out when leaving**  
You will be required to provide your name, contact number and details of your visit


 **Maintain appropriate social distancing**  
We may restrict the amount of people who can attend the office at one time  
LendingMetrics follows government guidelines and, where possible, distancing of 2 metres will be maintained with 1 meter as a minimum

 **Wear a face covering if you wish**  
These can be provided for your visit if required

 **Wash your hands often**  
Use soap and water to wash your hands for at least 20 seconds

 **Sanitise your hands using the gel provided**  
There are sanitisation stations around the office for your usage

 **Maintain good cough/sneeze etiquette**  
Cover your nose and mouth with a tissue if you cough or sneeze and throw this in the bin immediately  
If you do not have a tissue, cough or sneeze into your arm or sleeve, not hand

 **Allow your temperature to be checked**  
Your temperature may be checked upon arrival using a non-contact infrared thermometer

We hope that your visit to the LendingMetrics office is as smooth and safe as possible, but if you have any queries, or suggestions for improvements to our procedure, please contact [paulb@lendingmetrics.com](mailto:paulb@lendingmetrics.com).