HOTEL/VENUE LOGO

**Visitor/Guest Guidelines for Showround/Site Visit**

We are delighted to welcome you to (Insert Hotel/ Venue Name) and I (Employee Name) look forward to meeting you on (Insert date) at (Insert Time) Please come to (Insert location eg Reception) in the (Insert Hotel/ Venue Name) on arrival. If we are able to arrange parking for you, we will send instructions in advance. My contact telephone number is (Insert number xxxxx xxxxx) should your plans change on the day.

During your visit, we wish to ensure the safety of everyone, we will be following the guidelines below and we ask that you do the same:

* Do not visit the Hotel/Venue if you or your family have any symptoms of Covid-19
* Do not attend the Hotel/Venue if you or your family have been confirmed as having Covid-19
* Based on current Government Guidelines, Guests/Visitors must wear a face covering in public areas of the Hotel/Venue
* When you arrive, we will greet you at the designated Visitor/Guest welcome sanitation station in reception, we will take your temperature, let you sanitise your hands and explain the process for the showround/site visit.
* For Track and Trace purposes, please bring this form with you which will be sent to you on confirmation of your visit from your Hotel/Venue contact. This includes your contact details and this information will be kept for 14 days after your visit. If you forget to bring this, you will be asked to complete a form prior to commencing your showround
* Follow all social distancing guidelines during the visit
* Wash or sanitise your hands frequently with plenty of soap and hot water or hand sanitiser (sanitiser stations will be available throughout your visit)
* Your Hotel/Venue contact will always follow the safe distancing guidelines and only if necessary, in close contact with a Visitor/Guest will wear a visor
* Each time you enter or leave a training room or bedroom please sanitise your hands
* A designated refreshment area has been arranged for you. Please do not share any drinks, sweets or food offered. If lunch is provided, this will be served in an individual pack
* If you have symptoms of Covid-19 after your visit, please let your Hotel/Venue contact know
* If your Hotel/Venue contact has symptoms of Covid-19 after your site visit, we will advise you immediately

Above all, we would like everyone to enjoy their visit, be kind and stay safe

Name of Visitor/Guest……………………………………………………………..

Contact Telephone Number ………………………………………………………

Email Address……………………………………………………………………….

Date of Visit………………………………………………………………………….

Time of Visit………………………………………………………………………….

I agree to the above site visit guidelines

Signature…………………………………………………………………………….