

## CALIBRATE MANAGEMENT LIMITED

## COVID-19 POLICY

2022

The health, safety and wellbeing of our employees, clients and visitors is our upmost priority. To help safeguard this, we have implemented a COVID-19 protocol.

Calibrate kindly request all persons:

- If a **visitor**, present *either* proof of double vaccination or a negative LFT result on arrival;
- If an **employee**, present both proof of double vaccination and a negative LFT twice a week at 72 hour intervals;
- Bring their own masks should they wish to wear one (contractors must wear a face covering at all times);
- Maintain a social distance of 2 metres where possible;
- Wash and sanitise their hands upon arrival and departure (alcohol solution available on site);
- Do not attend the office if they feel unwell, have had a suspected case of COVID-19 or a positive lateral flow and/or PCR test in the past 14 days.
- Option to work remotely provided they inform their line manager on a daily basis.

In addition to the above, meeting rooms are sanitised between meetings.

If you wish to discuss this policy, or experience relevant symptoms after attending the Calibrate office, please email [nas@calibrate-partners.com](mailto:nas@calibrate-partners.com) so we can take any necessary further precautionary measures.