

Visiting the Energy Institute Covid-19 safety measures

Reduced capacity in our meeting rooms

Extra cleaning measures in place

Voluntary visitor testing welcomed

Please contact
reception@energyinst.org
if you have any
questions

What the EI is doing to protect you

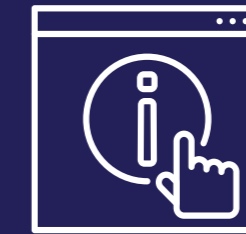
Hygiene

- Providing hand sanitiser at Reception, by the exit and entry of meetings rooms and toilets



Minimising surface transfer/transmission

- Perspex screen at Reception
- Providing paper cups and plates for use in meeting rooms
- Air con/heating system with fresh air circulation in the Lecture Theatre to improve ventilation
- Encouraging voluntary rapid lateral flow testing for staff and visitors (see [page 4](#) for more information)



Staying informed

- Following the latest government and HSE guidance
- Displaying information signs for visitors

Cleaning/Disinfection

- Regularly disinfecting high-touch surfaces around the building
- Providing disinfectant wipes for visitor use in meeting rooms
- Minimising occupancy in the toilets for visitors only
- All areas are cleaned and disinfected daily, including door handles, tables and chairs, with enhanced cleaning measures for busy areas and toilets



Social distancing

- Reduced number of staff and visitors in the building at any one time
- Limiting the number of visitors using the meeting rooms at any one time
- Enabling visitors to join meetings remotely if preferred
- Providing visitors space between seats
- Operating a track and trace style system



What you can do to protect others

Hygiene

- Clean your hands often, washing with soap and water for 20 seconds
- Use the provided hand sanitiser regularly throughout the day
- Avoid touching your eyes, nose and mouth
- Cover your mouth when coughing/sneezing



Minimising surface transfer/transmission

- Take a voluntary rapid lateral flow test before your visit to the EI
- Check in to the venue on arrival via the NHS Covid-19 app by scanning our QR code
- Ensure any re-usable masks are stored on your person, not left on surfaces

Social distancing

- Maintain a social distance with other visitors
- Avoid the use of the lift; if essential, only use it by yourself
- You are not obligated to wear a mask in the office (but are welcome to if you feel more comfortable doing so)

Cleaning/Disinfection

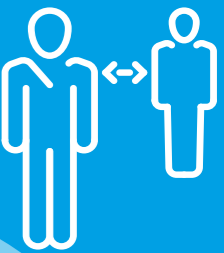
- Use the provided disinfectant wipes to wipe down equipment
- Assume used wipes, disposable gloves, and disposable masks are contaminated. Dispose of them in bins provided
- Ensure that the area you have occupied is left clear so that it can be cleaned
- At the end of the day we ask that visitors leave promptly to allow our cleaners to clean thoroughly

Be aware/informed

- Use safety precautions whilst using public transport, such as wearing a mask
- Pay attention to displayed information posters
- Follow the [latest government guidance](#) relating to business meetings

Are you sick?

- Do not enter the EI if you have symptoms of coronavirus and/or feel unwell
- If you have recently visited EI, please report any symptoms to our Reception and self-isolate at home



What you need to know about voluntary rapid lateral flow testing

1 in 3 people who are infected with COVID-19 have no symptoms, so could be spreading the virus without knowing it. In line with government advice, EI has therefore decided to implement **voluntary workplace testing** for staff who are coming into the office to help reduce the spread of the virus and better protect those working in the office. The EI is also encouraging its visitors to participate.

Taking the rapid lateral flow tests

- This is a voluntary process, no one is obligated to participate
- If you do not already test regularly and are willing to participate, please order free tests to be delivered to your home. Or you can pick them up from local pharmacies and testing centres.
- Take a lateral flow test before you visit the EI
- Follow the instructions, the tests are easy to use and give results in less than 30 minutes
- Each test result should be submitted online

What do I do if my lateral flow test result is positive?

- Immediately self-isolate to avoid passing the virus on to others. Stay at home and do not return to any workplace
- Immediately report your positive lateral flow test result to our Reception so they can inform the staff member hosting the meeting
- Order a PCR test to confirm that you have COVID-19 and report your PCR test result
- Do not return to any workplace unless your PCR test returns negative or your self-isolation period has ended



If you have symptoms

- Do not use a rapid lateral flow test or go to a test site
- Order a PCR test and stay at home