

COVID-19 (CORONAVIRUS): VISITOR POLICY

In response to the global coronavirus outbreak, HBP Systems has implemented a strict visitor policy to safeguard the health and wellbeing of our workforce and their families.

Please do not visit HBP Systems offices:

- If you have visited, or transited through, any of the high-risk countries listed below in the last 14 days **OR**
- If you have had direct contact with anyone who has visited, or transited through any of these countries within the last 14 days

You must:

- Self-isolate in the UK for 14 days from the day of arrival from a high-risk country, or from the day of contact with a person from a high-risk country before visiting the HBP offices.
- Be symptom free during this period before visiting the HBP offices (or before returning to the HBP office as a member of staff)

When in the HBP offices, please take all measures to avoid catching and spreading germs.

Measures have been put in place to minimise this as much as possible, therefore:

- **DO** cover your mouth and nose with a tissue or your sleeve (**NOT** your hands) when you cough or sneeze
- **DO** put used tissues in the bin immediately
- **DO** wash your hands with soap and water often and thoroughly for around 20 seconds. Use hand sanitizer if soap and water are not available
- **DO NOT** touch your eyes, nose or mouth if your hands are not clean

Countries currently that are high-risk locations are China, Thailand, Cambodia, Japan, Laos, Macau, Myanmar (Burma), Vietnam, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia, Macau, Iran, Italy and Tenerife (H10 Costa Adeje Palace Hotel).