

# Flexi [SAFE]

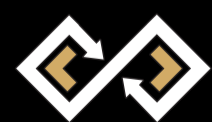
## OUR SAFETY PROTOCOLS DURING COVID-19

1. On arrival report to reception for **temperature scan**.
2. **If reading is 38 deg. Or above**, entry to the workspace will not be permitted.
3. If you **develop covid - 19 symptoms while on the premises**, you will be moved to a temporary isolation area, assessed by a trained staff member and then referred to a doctor.
4. **Covid - 19 symptoms are:**
  - . Fever (temp above 38 deg)
  - . Coughing
  - . Sneezing
  - . Shortness of breath
5. Please **sanitise hands on entry / exit** to the workspace.
6. **Make use of sanitisation stations** regularly during the day.
7. **Practise social distancing** at all times.
8. **Coffee stations and business centre:**

If possible, refrain from using these areas of the workspace as much as possible.

  - **After using these areas, wash hands thoroughly and sanitise.**
  - **No congregation of people will be allowed in these areas**, unless for specific meeting purposes.
  - The **above areas will be cleaned and sanitised on a regular basis** throughout the day.
9. It is the **clients responsibility to keep their workspace clean and sanitised** at all times.
10. The **wearing of a face mask is compulsory** at all times.

**WE ALL NEED TO CONTRIBUTE TO  
STOP THE SPREAD**



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