

**Change the way you
change.**



Visitor Guidelines for attendance at an ECS office

Before your meeting

On the day before you are due to arrive at an ECS office, your ECS meeting host will check if you:

- are experiencing any coronavirus symptoms;
- are self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms;
- are clinically extremely vulnerable;
- have been advised by the NHS test and trace service that you should self-isolate.

On confirmation that none of the above apply to you, your meeting will go ahead as planned.

On the day of your meeting

Your ECS meeting host will have informed the Office Manager/Reception of your visit prior to your arrival.

When you arrive at the office, it is important that you observe the following:

1. Sanitise your hands prior to entering the office.
2. Maintain social distancing at all times when in the office. Signs will be clearly displayed around the office.
3. Your meeting host will remind you of our office guidelines including our meeting guidelines.

Office guidelines by Location

Please find the following specific guidelines below depending on the office you are attending:

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London – Level 7, 2 More London Riverside, London SE1 2AP

On your arrival at the Reception area, you will be asked to sign in. Security will call your meeting host to confirm your arrival. You should then proceed to make your way to the 7th Floor by elevator or by stair where you will be collected by your meeting host.

Please note that the elevators located in Reception on the ground floor have a maximum occupancy of one person at any given time. As an alternative, the stairwell can be used. A face covering should be worn should this be your intended method of getting to the ECS office on the 7th Floor.

Edinburgh - Apex 3, 95 Haymarket Terrace, Edinburgh EH12 5HD

On arrival at the Apex office, you should press the intercom button on the wall on the right hand side as you enter the first set of glass doors. Whoever answers will ask you who your meeting host is prior to allowing you access to the elevator area. Your meeting host will be informed of your arrival and will meet you on the 3rd Floor.

On entry to the foyer, please proceed to the 3rd Floor via the elevator or the stairs. Please note that only one person is permitted into the elevator at any given time. The stairs are on your right hand side across from the elevators and may be used as an alternative. Only one person is able to be in the stairwell at any given time.

Glasgow - Parkview House, 6 Woodside Place, Glasgow G3 7QF

As you enter the main door, the reception is on the right hand side. Please ensure you sign the visitor's book on arrival and sign-out prior to leaving the office. You should also leave the building via the main door.

Manchester - Bartle House, Oxford Court, Manchester M2 3WQ

Entrance to Bartle House must be made via the courtyard and through the main entrance to the building through reception. To exit the building, only the door leading onto Hall Street should be used.

Paper sign-in books have been removed and visitors will be checked-in, in person, by the reception team.

Whilst in the ECS office

Should you feel unwell with coronavirus symptoms at any point during your meeting, please inform your ECS meeting host.

