



Thanks to PSS member **Forth Ports** for sharing this visitor checklist with us


Some of the detail has been removed to make it more broadly applicable.

Many port organisations are using access control as part of their COVID safety management, restricting non-essential visitors. However, there are likely to be occasions when statutory, business essential or other key visits need to go ahead.

Forth Ports kindly shared the following guide to managing COVID risk for such occasions. Considerations include but are not limited to the following. Members may wish to use this as part of their own thinking and planning process.

Items:

Directions	map and directions to facilities and names of visitors provided prior to visit
Schedule	list of people to see and areas to visit agreed in advance; business areas advised
Escort	visitors escorted at all times (socially distanced)
Travel	travel in own separate cars to and from site; use own separate cars to move across site
Induction	onsite induction covering safety rules/covid19 requirements provided confirmation of induction undertaken to be sent by email and signed pdf copy to be returned
Documents	to minimise contamination, any documents to be viewed to be emailed; prior to the visit where possible and during the visit where necessary
Registration	no signing in



Hygiene	<p>individual pack of hand wipes and a container of hand sanitizer provided for each visitor and those escorting the visitors</p> <p>hand sanitiser provided at front entrance lobby to building</p> <p>wipes and hand sanitizer available in all rooms including kitchen and toilets</p> <p>signage about importance of hand cleaning</p>
Signs	<p>clear signage regarding social distancing on all doors of the building</p>
Rooms	<p>meeting rooms laid out to ensure social distancing maintained - max 4 in a room</p> <p>remove unnecessary chairs from meeting room; open windows</p>
Risk Assessment	<p>department Covid19 Risk Assessment available for viewing (no touching) in case</p>
Equipment	<p>visitors to bring and use their own laptops, printers, pens and equipment etc.</p>
Refreshments	<p>visitors to bring their own food and beverages etc.</p>