

Covid-19 Office entry procedure – Hemel Hempstead

Office location

Our premises are operated by Sopra Steria and currently all access to our building is through an alternative entrance this is located at

3 Cherry Trees Lane, HP2 7AH.

Please follow the one-way signs and drive up the ramp to our building and park in the yellow marked spaces.

Welcome to MTS Head Office - Hemel

This document has been designed to highlight the changes we have made to the office to protect your safety in these uncertain times. Please read this document and should you have any questions please discuss with your host prior to visiting the office.

Access

On arrival, please ring 01442 216 785 and you will be met.

Anyone entering the office is required to use the sanitising station just inside the door.

Meeting Rooms:

Your host or a member of the team will direct you to the meeting room/ office that has been booked.

Hand sanitiser and anti-bacterial wipes are available in all rooms.

Toilets

There is a ladies' and men's toilet facility on various floors. Please ensure that the toilet is vacant before entering as only one person is allowed in the toilets at a time. A pass will be provided to gain access that will be sanitised.

Kitchen/ Refreshments

Tea and coffee facilities are available, with only 1 person allowed at a time and so this will be offered to you.

Moving around the office

Throughout the office you will see floor markings which will guide you in the appropriate direction.

Emergencies

If you are required to evacuate the building your host will guide you to the relevant area outside of the building. Fire wardens will ensure that the building is empty before allowing anyone entry to the building. A first Aider will be on site, please advise your host if you are unwell or need medical assistance.

Parking

There are 5 parking spaces at the front of the building and a further 3 visitor spaces through the gates at the side of the building as well as disabled parking.