



ENGINEER PREMISES ATTENDANCE GUIDE

In order to reduce the spread of COVID-19, we have put some additional control measure in place and we kindly ask that all customers follow the guidelines below;

- **DO NOT** allow us to enter your premises if you have displayed any symptoms of COVID-19 within the last 14 days or potentially been in contact with anyone who has had or displayed symptoms within the last 14 days. Please contact the office on 01942 836937 and we can rebook the job for you. If possible, please give us as much notice as possible.
- Please adhere to social distancing guidelines at all times and ensure you keep a minimum of 2metres apart from our employees. If possible, please vacate the work location until our Engineers have left your premises.
- Invoices and any other paperwork will be sent electronically. Where this is not possible, paperwork will be posted via a secure third party.
- All equipment we bring to your premises will be cleaned and disinfected prior to bringing it into your property.
- Engineers will contact when they arrive and leave site so that access may be provided and the site secured once they leave.
- Copies of our Company COVID-19 risk assessments, infection control policy and all other supporting documentation are available on our website - www.ghewigan.co.uk and Facebook page- GHE Wigan.
- If you have any queries please contact the office on 01942 836937.