

### Introduction

This protocol aims to provide a set of principles to help visiting company representatives during the COVID19 pandemic, while minimising the risk and spread of coronavirus within our businesses at Motorline. The protocol is intended to help during the COVID-19 outbreak, which is anticipated to last for a sustained period.

### What to expect from our Company (Motorline)

We hereby confirm that we have undertaken a COVID-19 risk assessment for visitors to our premises and that:

1. None of our employees attending the meeting will have any noticeable signs of COVID 19, and have not been asked to self-isolate in the preceding 14 days.
2. Employees will at all times social distance 2 metres or more (or 1 metre with risk mitigation where 2 metres is not viable).
3. Important site information will be provided to the visitor to ensure they are aware of the safety measures that have been deployed and the steps they will be required to undertake.
4. Hand sanitisers are available for use at entry and exit points and at key touch points.
5. Meeting rooms will have been configured to allow for 2m social distancing where possible.
6. Meeting rooms sanitised before and after use.
7. Self-service coffee/water available in the meeting rooms.

### Company or business-related visits

You are required to:

1. Company representatives are required to make an appointment with the member of staff they wish to meet in advance of their visit. All visits must be by prior appointment.
2. Be free of any COVID-19 symptoms on the day of your visit.
3. Wear a face mask upon entering any Motorline Group Business within the customer zone areas (for example head office reception, TPS reception, customer toilets and all front of house areas within the showrooms. This is Mandatory.
4. Ensure you have your face covering in place prior to your arrival
5. Wear a face covering in other enclosed work spaces where social distancing may be difficult.

Some people don't have to wear a face covering including for health, age or equality reasons. Please see link below for further information.

[Shops and branches - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK](#)

6. Check in with the host or receptionist on the day. A record and contact details should be held onsite for a one month period in case test and trace is required.
7. Use hand sanitiser or handwashing facilities as they enter the premises to reduce the risk of transmission.
8. Maintain social distancing in the workplace or meeting room wherever possible
9. Wherever possible, should try to walk or travel by car and avoid public transport when visiting our business premises, in line with the government advice on travel during COVID-19

10. Comply with our business premises rules, including one-way systems, social distancing, floor markings and signage etc.

In the event of any suspected or actual outbreak of COVID-19, or a suspected or known case of COVID-19 within a site, visitor restrictions may need to be immediately implemented. Visitor details may also be used for the track and trace system.

We will restrict visitors onsite in order to achieve social distancing.