[Insert business letterhead]

CONDITIONS OF ENTRY

All staff, contractors or other persons entering these premises must strictly abide by the following conditions:

1. If you are experiencing any flu-like symptoms (sore throat, runny nose, cough, shortness of breath, fever etc), however mild, please do not enter the premises
2. If you have been in close contact with anyone who has tested positive for COVID-19 in the last 14 days, please do not enter the premises
3. If you are awaiting COVID-19 test results, or reside with anyone who is awaiting COVID-19 test results, please do not enter the premises
4. Wearing a face mask or shield is mandatory
5. If you are not a staff member, we ask that you spend the minimum amount of time necessary on the premises to complete your business
6. A physical distance of 1.5 metres between yourself and any other individual must be maintained at all times
7. Hand sanitiser must be applied upon entry
8. Maintain good respiratory hygiene by coughing or sneezing into your elbow or a tissue, and then dispose of tissues immediately
9. Any documents that are required to be delivered to anyone within the business must be left at [insert]
10. Where appropriate, remain in your vehicle until one of our team can attend to you
11. Ensure all documents are prepared and completed before you deliver them
12. You must provide us with your full name and contact number for the purposes of maintain records for contact tracing
13. If you are able to contact us via telephone or video conference, we ask that you do so instead of physically attending our premises

Thank you for your understanding and cooperation.