[Insert business letterhead]

**CONDITIONS OF ENTRY**

STAFF

All staff 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. Do not remain on the premises for any reason after your shift has ended – please go home right after you finish work
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

Thank you for your understanding and cooperation.