

Banyan Consulting Pty Ltd Back To Office Safety Requirement for Visitors

Banyan Consulting team has worked hard to maintain a COVID-safe workplace to ensure we are working in the best interests of our staff, clients and the wider community.

When you are visiting our office, we ask all visitors to our offices to comply with the following guidelines so that we remain compliant with COVID restrictions and keep you and our offices safe.

Before Coming to the Office

Booking appointments

Before visiting our office, please ensure you have booked an appointment with your advisor, so they are aware you are coming in. Unfortunately due to space constraints we are unable to take walk-ins.

When booking appointments please make sure to mention all attendees so we can make sure to book a room with sufficient capacity.

Please follow the advice of NSW Health

In accordance with the NSW Government's roadmap to recovery, only fully vaccinated persons may visit Banyan office at this time.

We will be able to welcome all clients and friends to our office (regardless of vaccination status) **from 1 December 2021.**

Please ensure that if you are feeling unwell with any COVID-19 symptoms, or have been in contact with any person with COVID-19 symptoms in the last 14 days, that you please reschedule your meeting to another time.

Steps to Take When Arriving at Our Offices

- Our receptionists will greet you and conduct a **temperature scan** using a TGA (Therapeutic Goods Administration) Approved Infrared Thermometer. (*Individuals with a temperature above 37.6°C will be asked to see a doctor prior to entering our office*).

Our receptionists will ask that you **sanitise your hands** on entry with the automatic hand sanitiser.

- If you do not pass the thermal scan, you will be required to wait in our building's lobby area, for 10 minutes before trying again. If after a second attempt you do not pass, we will unfortunately have to reschedule your meeting.

- Once you have passed the thermal scan, you will need to **sign into** the office, using the **Service NSW app for a Covid safe check in**. Please download the app before you visit to save time when entering our premises.

- In accordance with NSW Government requirements you will also be asked to show [proof of vaccination](#). This can be either through a digital or printed vaccination certificate.
- We ask you follow the **1.5m social distancing** safety measures at all times whilst in our offices as recommended by The NSW Government. This includes refraining from shaking hands.
- Please follow any safety signs in the office space as directed.
- We also ask that you practice safe hygiene whilst you are in the office to help stop the spread of any germs.

Please let us know if you have any queries about these safety requirements, otherwise we very much look forward to welcoming you to our offices soon.

Steps We Are Taking to Ensure Your Safety

- Our office is undergoing regular cleaning throughout the day.
 - Hand sanitiser is available at all major touchpoints around the office.
 - Our meeting room is sanitised before and after any meetings.
 - We have directional signs in the office space for foot traffic.
 - All staff and visitors will be required to wear a mask inside our office including for meetings.
- You may wish to refrain from a face to face visit for the time being, but our office remains open.

Please let us know if you have any queries about these safety requirements, otherwise we very much look forward to welcoming you to our offices soon

Banyan Consulting

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