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## **GRAHAM SIMPKIN PLANNING LTD**

### **Briefing Note for Site Visits and Surveys**

To be issued to all clients and /or occupiers of premises to be visited by a member of staff of Graham Simpkin Planning Ltd.

This Briefing Note has been prepared taking into consideration current Government guidance for carrying out site visits and surveys in a safe manner in respect of the Covid virus.

1. Please inform Graham Simpkin Planning Ltd immediately if you or any of your family show any possible Covid symptoms including a high temperature, a dry cough, headaches, loss of smell or taste etc. In these circumstances the site visit, survey or meeting will be re-arranged. This restriction applied even if the family members or occupier will not need to be in contact with the visitor from Graham Simpkin Planning Ltd.
2. Any member of staff working for Graham Simpkin Planning Ltd will also report any of the above symptoms which they or any member of their household suffer prior to the visit and the site visit will be re-arranged.
3. Social distancing must be maintained at all times. This is a minimum of 2m, more if possible.
4. Access must be provided to enable Graham Simpkin Planning Ltd staff to safely access the site or building, ie access to gardens should be through unlocked gates without the need to walk through occupied buildings & areas should be completely vacated for the surveys to take place.
5. Please make sure that contact with individuals is kept to a minimum even if social distancing is observed (ie other family members, pets etc should be in parts of the building where Graham Simpkin Planning Ltd staff do not need to go).

Thank you for your co-operation during these unprecedented times.