



Oxford Business College

Attention: All Reception / Front line Staff

COVID-19 Rules:

1. Temperature Check for all staff and visitors
 - a. In case of temperature reaching above 37.8C, please ask them to work from home
 - b. Note down the names of those with a high temperature
2. Visitors' log (with mobile number)
 - a. Visitors must write the purpose of their visit
 - b. Mobile number required for all visitors, to notify them of any COVID case to advise self-isolation
3. No hand-shakes or physical contact
4. Use face masks / screens
 - a. Screens to be used by all staff, even while using computers
 - b. Face masks to be used when dealing with visitors
5. Request all visitors / staff to use hand sanitizers available
6. Do not leave the reception area unattended
7. Speak politely and be courteous
8. Keep reception area clean