Oxford Business College

Attention: All Reception / Front line Staff

COVID-19 Rules:

1. 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

2. No hand-shakes or physical contact

3. 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

4. Request all visitors / staff to use hand sanitizers available

5. Speak politely and be courteous

6. Keep reception area clean