

**VISITOR GUIDANCE**

We are committed to ensuring the health and safety of our members, staff and guests. Access to our Library remains limited at present and we are following government guidance and best practice to prevent any potential risk of exposure to or spread of, COVID-19.

In accordance with Scottish Government guidance, we are asked to collect contact information of visitors to our premises to assist the NHS Test and Protect (Scotland) service, which aims to identify and contact individuals who may have been exposed to the virus, and request them to take appropriate steps to protect a potential onward spread of the virus.

The information that we will be recording for this purpose, and will share with NHS Test and Protect if requested, is your name, contact number and the date and time of your visit.

Our legal basis for processing your information is our legitimate interest in assisting the Test and Protect (Scotland) strategy in relation to the coronavirus public health epidemic and our interest in enabling all visitors to our library to be made aware of any potential risk of infection.

For further information on how we process your data, please visit our full privacy notice at: https://www.socofadvocates.com/privacy-policy/

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| --- | --- |
| Your Name: |  |
| Contact Number: |  |
| Date of Visit:  |  |
| Secondary contact name: |  |
| Secondary contact phone: |  |

**Before visiting the Society of Advocates in Aberdeen Library, you are required to confirm the following:**

1. that you are not displaying flu-like symptoms
2. That you do no co-habit with anyone displaying flu-like symptoms or who has self-isolated
3. That you have not visited a country within the last 14 days that requires you to quarantine on your return (you can find guidance by visiting <https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/> )

**What to expect when visiting The Society of Advocates in Aberdeen**

Anyone who is experiencing flu-like symptoms including:

* A high temperatue = you feel hot to touch on your chest or back (you do not need to measure your temperature)
* A new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* a loss or change to your sense of smell or taste – you have noticed you cannot smell or taste anything, or things smell or taste different to normal

is advised not to visit our library. You should speak with Maria Robertson or if unavailable a member of the Management Committee if you are experiencing any flu-like symptoms where alternative arrangements can be made.

**All visitors are expected to follow increased hygiene:**

* Use the hand sanitiser provided at the top of the stairs on arrival and departure
* Avoid shaking hands and physical contact

By ticking this box, you have agreed to have read and understood the above: 

We recommend that you contine to follow updates and latest advice on how to protect yourself through government announcements, and the NHS.

If you do not wish us to share your information with NHS Test and Protect, then you may opt-out of our processing of certain of your personal data for this purpose by selecting this check box 

If you have any questions or concerns, please speak to Maria Robertson or if unavailable a member of the Management Committee.