

SIMA SPACE COVID SAFETY MEASURES

What are we doing to help keep our offices safe?

1. Furniture in offices and waiting rooms have been adjusted for social distancing guidelines.
2. We provide hand sanitizers and disposable wipes in all our rooms.
3. All our staff wear masks when visiting and cleaning the offices.
4. All high touch areas are thoroughly disinfected at the end of each day

What can **you** do to help keep our offices safe?

1. Wear a mask and maintain social distancing especially when visiting the common areas.
2. Wash your hands regularly for at least 20 seconds.
3. Ask your clients to wait in the car until you are ready to see them to minimise the number of people in the office.

We encourage all our members to help us keep the office space safe