

UPDATED Viewing Guidance – September 2020

Please read this updated guidance to avoid any misunderstandings and allow clients and staff to go about their business safely during what is turning out to be a prolonged and difficult time for everyone.

PLEASE TRY TO MINIMISE YOUR CONTACT WITH STAFF AND WITH EACH OTHER.

Please respect our staff if they remind you to follow the guidance.

Our **NHS QR code** will be displayed for check-in if you are using the NHS Covid-19 App.

MASKS

- You will need to wear a face covering.
- Staff will wear masks during viewing. However you may find them without a mask when behind a screen or not in the vicinity of clients, as wearing them for long periods of time is uncomfortable. We ask for your understanding and acceptance in such circumstances to allow staff to have a break from the mask where it is safe to do so.

THE RULE OF SIX & SOCIAL DISTANCING

- Our maximum capacity is 20 visitors at any one time.
- Whilst on the premises it is not permitted to congregate in groups of more than six.
- The Gresley room has a maximum capacity of 8 people and is sectioned into socially distanced areas.
- With the introduction of mandatory mask wearing while on the premises, as with supermarkets, it is no longer necessary to have a one way system in the Brunel room. Please be courteous if you need to pass other clients. You will still need to exit through the back doors.
- Cabinets can be viewed by one person at a time (or two if from the same household).
- **As a company we have decided to reinstate the 2 metre social distancing rule and respectfully ask clients to abide by this wherever possible.**

HYGIENE

- Please sanitise your hands on entering reception.
- We regularly clean areas of frequent contact. But we can't clean auction lots so you need to be stringent about your own personal hygiene before handling lots and don't touch lots unnecessarily.
- The toilets are open and hand washing facilities are available, but please note restricted space in the toilet areas and act accordingly.

ENTRY AND EXIT

- Don't queue outside the saleroom if you arrive early. You do not have to arrive at the start of your time slot if you are not going to use the whole hour.
- Please enter through Reception and sign in when you arrive (in case tracing is needed).
- We are trying not to use Reception for exiting the premises or for the completion of bidding forms as it is a small area so please use the back doors to exit the Brunel room (where you will find bidding forms and a post box).
- You may use Reception as an exit if entry to the Gresley room is from outside as is sometimes the case.

THANK YOU FOR YOUR UNDERSTANDING AND CO-OPERATION.

Do not attend if you, or any member of your household, have Covid-19 symptoms.