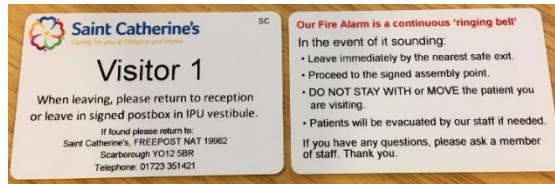


## VISITOR BADGE INFORMATION

You have been issued a contactless visitor badge. This is what you need to know about how it works:



- It acts as your personal electronic key.
- It records you personally as being in or out of the building for fire and security purposes. Please read the fire evacuation instructions on the reverse.
- Between the hours of 7am and 8pm each day:
  - You **must** use your badge on the indicated reader to enter and exit through the IPU entrance.
  - You must click on the entry screen and confirm that your temperature is below 38C and you have recorded a negative lateral flow test in the last 24 hours.
  - **Every** visitor in a group must use their badge individually on the reader, even when the door is already open.
- Outside of these times:
  - Please ring the bell and a member of IPU staff will open the door for you.
  - **You need to check in using the station which is clearly signed.**
  - Your badge will still allow you to exit at any time.
- When leaving:
  - **Every** visitor must check out using the indicated reader.
  - If you are returning on a future day you may retain your card – please ask a member of staff to confirm the expiry date.
  - Otherwise, please leave the badge in the signposted box in the vestibule.

Please **do not**:

- Allow your card to be used by anyone else.
- Open the entrance and allow others to enter or exit with you - **they must use their own card.**
- Mix up your card with another visitor's card.

**If you have not registered your contact details, please scan the QR code, go to [saintcatherines.org.uk/visitors](https://saintcatherines.org.uk/visitors) or ask a member of staff for a paper form**

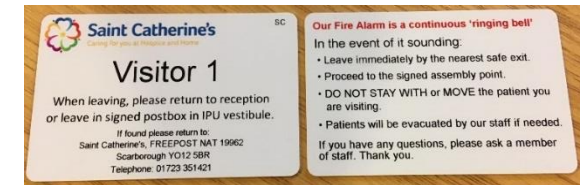


Please adhere to the above instructions to help ensure our fire safety and security processes are as robust as possible.  
Thank you for your understanding.

*The Saint Catherine's team*

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