

# **VISITOR INFORMATION RELATING TO NOVEL CORONAVIRUS (COVID-19)**

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**The health and safety of our people and our clients is Societe Generale's highest priority.**

To comply with public health best practices during the COVID-19 outbreak, we kindly ask you to refrain from entering Societe Generale offices if you:

- Have been diagnosed with COVID-19
- Travelled abroad in the last 14 days. For the latest UK government travel advice please refer to <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
- Have been in physical contact with anyone who has been diagnosed with COVID-19 or has travelled abroad in the last 14 days.
- Have a high temperature
- Have a new, continuous cough
- Have a loss of, or change to, your sense of smell or taste

Please notify your Societe Generale host or reception promptly if any of the above applies to you.

All Societe Generale's employees are also following these requirements.

## **FIVE MEASURE WE KINDLY ASK YOU TO FOLLOW WHEN VISITING**

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- Please wear a face covering in the building at all times (excluding meetings). Face coverings are available at reception.
- Regularly wash your hands or use the hand sanitiser provided throughout the building.
- Observe social distancing throughout the building.
- Handshakes are on hold, as part of our social distancing measures.
- Please complete the below visitor form ahead of your visit or upon arrival at One Bank Street.

**Novel Coronavirus (COVID-19) Declaration Form**

To enable us to protect our clients and our staff alike, we ask you to provide your latest contact details should we need to urgently contact you with regards to any possible coronavirus outbreak. Please also answer the following questions and return this form to your host or Societe Generale reception, as appropriate.

Name:	Date:
Company name & address:	Host:
Email:	Telephone number:

Have you been in contact with any individual with a confirmed case of coronavirus (COVID-19) in the last 14 days?

Yes  No

Have you travelled or been in contact with anyone who has travelled abroad in the last 14 days.

Yes  No

By signing this form you confirm that the above information that you have provided is true and that you do not have a cough, fever (temperature) or shortness of breath (even if mild), a loss of, or change to, your sense of smell or taste.

Signed..... Date.....

**Thank you for your co-operation.**

**Data Protection** - Societe Generale takes privacy very seriously and processes personal data in accordance with its obligations as a data processor under the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. If you have any queries regarding Societe Generale's processing of your personal data, please email: [dpo-sglb.lon@sgcib.com](mailto:dpo-sglb.lon@sgcib.com)