



**COVID GUIDANCE FOR EXTERNAL VISITORS TO THE OFFICES OF  
THE LINCOLNSHIRE POLICE AND CRIME COMMISSIONER (OPCC)**

**Introduction**

The OPCC is following national government advice on preventing the spread of the Corona Virus, Covid-19 and has in place specific measures to help maintain a Covid-secure working environment for all staff and visitors.

During your visit please note the below key guidance points to help keep us all safe and reduce the risk of transmission of the virus.

**Visitor's- Key guidance points**

The OPCC offices are based within the Police HQ building in Nettleham – please observe social distancing rules during your visit and abide by the instructions provided by reception staff and those displayed in the main HQ building.

- **A Mask / protective face covering should be worn in all communal areas in the Force HQ building including reception and corridors whilst moving around the building and offices.**
- Please ensure you advise the OPCC **in advance** of the number of visitors in your party – to ensure we can observe the maximum occupancy limits of our office space / meeting rooms.
- We will advise the main HQ reception of your visit in advance – so that you can be escorted from main reception to the OPCC offices.
- Please keep to the left-hand side of corridors / office spaces when moving around the building.
- Please make use of the hand sanitiser available in the HQ building and OPCC offices, particularly when entering and leaving office spaces.
- Office staff are unable to prepare drinks or food for you during your visit however we have canteen facilities on site for your use. (Refreshments including hot drinks and food are available – please confirm opening times if you are relying on this facility).

**Please also note:**

- Further useful Covid-19 guidance is available on the PCC's website here <https://lincolnshire-pcc.gov.uk/transparency/covid-19-guidance/>  
This includes:
  - Covid-19 Risk assessment for the OPCC offices (including Victim Lincs office)
  - Links to Government and NHS guidance on Covid-19
  - A copy of this visitor guidance document can be downloaded.
- Should you have any comments or observations about the Covid-19 safety measures in place during your visit please speak to your host in the first instance and/ or email [Lincolnshire-PCC@lincs.pnn.police.uk](mailto:Lincolnshire-PCC@lincs.pnn.police.uk)