

Meeting & Greeting Visitors to Viamed

When the reception doorbell rings, it is the office staff responsibility to answer it. Please answer the door with a courteous smile and ask whom they have come to see.

Escort the visitor into the meeting room and ask them to sign in the visitor's book. It is important that they do this so we can account for every person in the building if the fire alarm was triggered. The book is situated on the table in the meeting room.

Please offer them refreshments (tea, coffee, juice, water) and inform the relevant person that their visitor has arrived.

It is the responsibility of the person hosting the visitor to make sure that the visitor signs out of the book before they leave the premises.

During an all day or a several hour meeting, please offer refreshments throughout the day.