

The Unity Centre Safety Code

and risk assessment

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1. Introduction

- 1.1. Your safety, and the safety of our teachers, therapists and staff, is our top priority.
- 1.2. The Unity Safety Code is a set of policies and procedures based on our assessment of risks specifically associated with COV-SARS-19 (Covid-19) in re-opening and providing our services at the Unity Centre and the steps we've taken to mitigate those risks.
- 1.3. We believe that the measures we've taken and this Safety Code reduce the risk of transmission of Covid-19. We ask for your support, your understanding and your help in following the Unity Safety Code.

2. Before you book a class or spa appointment

We recognise the possibility that someone could inadvertently seek to visit the Unity Centre while infectious with Covid-19 and so we must take the necessary precautions.

In brief

Please don't make arrangements to visit the Centre if you may be at risk of bringing Covid-19 in with you and please talk to us if you are at higher risk of severe illness following an infection.

In detail

- 2.1. Please do not visit us if you or anyone in your household or 'bubble' has in the past 14 days suffered with any one or more of the following:
 - A **high temperature** this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - A new, continuous cough this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - A loss or change to your sense of smell or taste this means you've noticed you
 cannot smell or taste anything, or things smell or taste different to normal

or if you

- Have been in contact in the past 14 days with anyone with Covid-19
- Are in quarantine (eg following return from overseas)
- Have been told to self-isolate by a test and trace service
- 2.2. Please contact us to discuss how we can help you if:
 - You are pregnant
 - You have multiple high-risk health issues
 - You are or have been shielding due to clinical extremely vulnerability
 - You are over 70 years of age
 - You are a **member of NHS front line** personnel and carers
 - You have had Covid-19 (including post Covid-19 circulatory problems)

To contact us, please email reception@being-in-unity.com or phone 01273 778400.



3. Booking a class or spa appointment

So that we can maintain proper social distancing within the Unity Centre building, and keep the building clear of visitors during cleaning times, we need to know in advance exactly how many people will be in the building at any time and that we will not exceed the building's safe capacity, set at no more than 32 people in the building at any one time. Having a strict bookings and appointments system makes this possible. You can help us with this.

In brief

Please book and pay online (or by phone) in advance (we do not offer walk-ins) and please return in advance the forms that will be emailed to you when you book.

In detail

Bookings and appointments – online only

3.1. All class bookings and spa appointments must be made online in advance at being-in-unity.com or if necessary by phoning us on 01273 778400. For the time being, we do not offer walk-in bookings at the Unity Centre reception.

Payments

3.2. All payments must be made by card before any class or spa therapy begins. Please pay online wherever possible or by phoning 01273 778400. If this isn't possible, we'll be happy to take card (only) payment on reception when you arrive.

New clients

- 3.3. If you're a new Unity client, when you make your first booking we'll email you
 - A 'new client induction' which you can read/watch at home or if circumstances allow
 in the Centre waiting area
 - A waiver form, which you must complete this before your first visit to the Centre; this
 will automatically be attached to your online profile
 - A 'Precautionary Coronavirus Liability Form', which you must complete and return before each visit, for both classes and spa appointments. This form in essence requires you to confirm that
 - you have not in the past 14 days been in contact with anyone with Covid-19, to your knowledge
 - you have not experienced any symptoms associated with Covid-19, such as those listed above
 - For yoga, sauna, floatation sessions and massages, a consultation form for you to complete and return before your session: the information will be added to your profile

Returning clients

3.4. Please ensure you complete and return the 'Precautionary Coronavirus Liability Form' before each visit, for both classes and spa appointments.



4. Before you set off

Things can change between the time you make your appointment and the time of the appointment or class itself. Please take these simple last-minute precautions to help minimise the risk of infection entering the building.

In brief

For hygiene, bring your own yoga mat and extras for classes and your own towel for floats and saunas, plus your own water. And just before you set off

- Confirm you've got a booking and you've returned the forms
- Check you're well

In detail

Clothing

4.1. For classes and workshops, we encourage you where possible to change and shower at home and to arrive already dressed for the studio. However, please wear something over your studio clothing to protect it from passers-by in the street or on public transport.

What to bring:

- 4.2. Everyone please bring
 - A **facemask** to wear in the common areas of the Centre
 - A full water bottle. The water fountain will be out of use and we'll be unable to provide any glassware
- 4.3. **Classes/workshops**: wherever possible, please bring your own yoga mat, plus (if you require) your own block, belt, eye pillow and blanket. If not possible, we sell most of them at the Centre or, in the case of a block or bolster, we may be able to provide what you need provided you rent a protective covering from us, that we will wash afterwards.
- 4.4. **Sauna**: please bring your own towel(s): at the moment we are not able to provide them. We do provide shampoo and shower gel, using a non-touch infrared dispenser; however, you may like to bring your own.
- 4.5. **Floatation therapy**: please bring your own towel(s), swimming costume and (if desired) swimming cap: at the moment we are not able to provide towels. We do provide shampoo and shower gel, using a non-touch infrared dispenser; however, you may like to bring your own. Showers will be available for floatation clients.
- 4.6. **Massage and therapies/treatments**: please wear easy-to-remove clothes and avoid wearing jewellery as this makes the process simpler.

Final checklist

- 4.7. Shortly before you set off, please
 - Ensure you have an advance booking or appointment: we do not offer walk-in bookings
 - Check you have returned the 'Precautionary Coronavirus Liability Form'
 - Check you have a mask with you
 - Take your temperature
 - Consider: are you experiencing any Covid-19 symptoms (such as the ones listed above)?



If there is a risk you may be experiencing symptoms or your temperature is not below 37.8 degrees C, please postpone or cancel your appointment.

5. On arrival

So that we can maintain proper social distancing and the free flow of people throughout the building, we need to ensure we know exactly how many people are in the Unity Centre and that we do not exceed the safe limit of no more than 32 in the building at any one time.

In brief

- Admission is no more than 5 minutes before start of class or appointment
- We'll take your temperature with a non-contact thermometer
- Please bring and wear a mask in the common areas of the Centre

In detail

We ask you please to be understanding about our arrangements:

- 5.1. We may have a queuing system or our front door may even occasionally be shut to limit the number of people in reception, so please wait to be invited in or, if necessary, knock or call us on 01273 778400. Please don't enter until invited.
- 5.2. We've marked the ground outside the building to ensure 2m distancing. Please observe this for yourself and for others' peace of mind.
- 5.3. We will normally invite you in no more than 5 minutes before your class or appointment. Please don't arrive too early as you will probably have to wait outside. If for a particular reason it's necessary for you to wait inside, we have a clean designated waiting area but this is only for a maximum of two people and we cannot guarantee its availability.
- 5.4. Please wear a facemask when you enter and keep it on in the reception, café, corridors and general areas of the building. (Please see below for mask use in the studios and treatment/therapy rooms.) If you do not have one, a disposable mask will be available for a £1 donation to our community work.
- 5.5. When you first enter
 - a hand sanitizer will be available at the door, which we ask you, please, to use
 - a staff member wearing a mask or visor will take your temperature using a non-contact infrared thermometer: we require your temperature to be below 37.8 degrees C
 - we'll ask you to confirm that the declarations you have made in the Precautionary Coronavirus Liability Form remain true
 - if you have not completed the necessary forms in advance, you will be asked to do so in the reception area, using a pen that is cleaned between each use.



6. The building and its people – general

So that we can maintain social distancing and a free flow of people, we ask all our clients, guests, teachers, therapists and staff to abide by some simple, logical guidelines.

In brief

- Masks (sometimes visors for staff) worn in all common areas
- There are a separate entrance, exit, one way system and signposting
- Hand sanitisers are provided and their use encouraged at building and room entrances

In detail

Face coverings

- 6.1. Please wear a mask, properly covering your mouth and nostrils, whenever you are in the common areas of the building such as our reception, café, main corridor and the rear of the building.
- 6.2. Staff wear visors on reception (the reception desk and café counter are also screened) and when introducing you to our sauna/ floatation equipment, and will wear visors or masks in the common areas of the building. They will observe social distancing and minimise any contact with you.
- 6.3. The building is kept well ventilated.

Moving around the building

- 6.4. We have a one-way system, which (aside from bathroom use) allows you to experience minimum interaction with others
 - Entry to the main building is via the front door (on Friar's Walk) and exit is via the rear door (to Broomans Lane); the Cabin has its own separate entrance/exit off Broomans Lane
 - In the hallway, please walk on the left hand side
 - There are signposts and instructions to keep your visit as easy as possible and we've marked the floor areas to ensure a 2m distance

Personal health and hygiene

- 6.5. We regularly check the health and wellbeing of all our people teachers, therapists and staff and we check the temperature every day of any who are on site.
- 6.6. We provide hand sanitisers at the front entrance and around the building. Please sanitise when entering the Centre and when entering any room, and if possible please wash your hands using one of the Centre's two bathrooms (one of which is accessible) before entering any room. Please also wash or sanitise your hands before leaving the building.

Cleaning the building

- 6.7. We are following Public Health England's advice for cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/
- 6.8. Deep cleaning in individual studio and spa areas, such as the sauna, floatation room and treatment rooms, is detailed below for each area.
- 6.9. Throughout each day, timetables and schedules are spaced and staggered to allow sufficient time for thorough cleaning between bookings. All touch points in the waiting



- area, bathrooms, float rooms, infrared sauna room and relaxation area, including all door handles, are cleaned between client visits using Electrolysed Water Disinfectant. It is nontoxic, environmentally friendly.
- 6.10. We are using <u>Dew Electrolysed Water Disinfectant</u> at the centre for cleaning and hand sanitiser. It is non-toxic, environmentally friendly, safe and human body compatible. DEW Disinfect will achieve a 99.995% reduction in bacteria in less than 30 seconds. You can read an interesting article on how and why Electrolysed Water (Hypochlorous acid) is the perfect weapon to fight germs.
- 6.11. **DEW Product Statement on Corona Virus** https://www.dewproducts.co.uk/covid-19-support
- 6.12. In addition, deep cleaning takes place in the evenings and the Centre is closed for two days each week for deep cleaning.

7. Studio classes, workshops and training

Group classes

- 7.1. Group classes, workshops and training take place in the Sycamore Room, our beautiful, high-ceilinged and airy main studio, where to provide social distancing, class numbers have been reduced to 9 students and 1 teacher.
- 7.2. Windows will be open with a gentle fan for extra ventilation.

Private classes

7.3. We offer one-to-one and one-to-two private yoga classes and quieter appointments. We may need extra time for your first appointment, to assess your needs. If you are considered a high-risk client, we regret that it may not be possible to offer our services to you in the Centre but we may be able to discuss alternative arrangements.

What to bring

7.4. Generally, we ask you to bring your own mat and other equipment. Please see the details above. If you need to use a block or bolster and do not have one, we may be able to provide what you need provided you rent a protective covering from us, that we will wash afterwards.

On arrival

- 7.5. We encourage you where possible to change and shower at home and to arrive already dressed for the studio. However, please wear something over your studio clothing to protect it from passers-by in the street or on public transport. If it is not possible to change in advance, you are welcome to use our bathrooms subject to their availability.
- 7.6. Please sanitise or wash hands before entering the studio, then enter individually, allowing enough time and space between you and the next person to arrange yourself and belongings.
- 7.7. Please put your shoes on the appropriate shelf and take any other belongings (including bag, coat and mat) to your designation station, folding your coat outside-in. There may be some additional shelf space for personal belongings, at the discretion of the teacher, provided this does not cause crowding at the beginning or end of the class.
- 7.8. For yoga and pilates, your designated station will be an area marked on the studio floor with tape, creating back-to-back and side-to-side mat placements to ensure appropriate



- distancing between stations. Please roll your mat out into this area, observing the markings.
- 7.9. The distance between stations is 1.5m, with added mitigations mentioned here such as mat placement, hand washing or sanitising before entering the studio and before leaving the building, keeping studio time to a minimum, wearing a mask in the common areas of the Centre and observing the one-way system for moving through the Centre.

Facemasks

7.10. It is difficult for your teacher to wear a face mask whilst teaching. However, we do, of course, welcome and support you in wearing a mask during our classes if you wish.

During the class

- 7.11. For each position or move during a class, everyone will face the same direction.
- 7.12. There will be no hands-on adjustments.
- 7.13. We ask you to minimise your talking during class.

At the end

- 7.14. Please leave promptly at the end, to avoid social gathering in the studio or anywhere inside the Centre.
- 7.15. Please sanitise or wash your hands before leaving the Centre.
- 7.16. Remember to observe the one-way system and leave through the rear door.

Cleaning the studio

7.17. Studio classes are timetabled with 30 minutes between each class to allow plenty of time for thorough cleaning. Between each class we thoroughly clean the room with DEW disinfectant and the shoe cabinet and all surfaces and door handles are wiped down. We also use a DEW air purifier at this time to cleanse the air.

8. Infrared sauna

Private sauna

8.0. The sauna is provided for your sole, private use: you may be accompanied by someone from your own household or bubble but other than this you will not share it with anyone else.

New or unfamiliar users

8.1. For new users, to introduce the use of our sauna, we provide a video that may be viewed at home, online or on your phone, or in the Unity Centre waiting area if circumstances allow.

What to bring

8.2. Details are above but the key thing is please bring your own towel.

Facemasks

8.3. Although we ask you to wear a face mask in the common areas of the Centre, and staff will wear a mask or visor when showing you the sauna, please **do not wear a mask** while using the sauna.

At the end

8.4. Please remember to observe the one-way system and leave through the rear door.



Deep cleaning the sauna

- 8.5. The sauna area is deep-cleaned inside and out between each session, with a 30 minute gap between sessions included in the booking schedule. In addition, the whole of the Centre is closed twice a week for deep cleaning.
- 8.6. Inside and outside the sauna, we spray buttons and handles with Electrolysed Water Disinfectant. It is non-toxic, environmentally friendly, safe and human body compatible.

 <u>DEW Disinfect</u> will achieve a 99.995% reduction in bacteria in less than 30 seconds. We also use bicarbonate soda and peroxide to clean the inside of the sauna if required at the end of the day.

9. Floatation therapy

In general

9.1. Floatation sessions can be for one or two people and showers are available for all floatation clients. Each session will last 75 minutes, which includes time for you to shower before and after your float.

What to bring

9.2. Details are above but the key thing is please bring your own towel and swimwear.

Facemasks

9.3. Although we ask you to wear a face mask in the common areas of the Centre, and staff will wear a mask or visor when showing you the floatation room, please **do not wear a mask** in the floatation pool.

At the end

9.4. Please remember to observe the one-way system and leave through the rear door.

Hygiene and safety

- 9.5. Your safety starts with this reassurance from one of the world's great Covid-19 authorities, the US Centers for Disease Control and Prevention (CDC): "There is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas".¹
- 9.6. In addition, our floatation pool has the following features for water filtration and sanitation
 - The water is filtered 4 times between float sessions for a period of 15 minutes and it will also filter overnight at set times to maintain hygiene levels
 - The float tank contains 500kg of Epsom Salt in 1000 litres of water. Floatation tank water contains an extremely high concentration of Epsom salt, between 25-35% (weight/volume or w/v). This is near the saturation limit of Mg2SO4, which is 30% at 20°C. High salt concentrations cause water to leave the cell, and it is this osmotic pressure that inhibits microbial growth and reproduction
 - The water then passes through a 1 micron filter, which is an incredible 100 times smaller than a human hair

¹ https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fwater.html#Water



 An auto dose of Hydrogen Peroxide (H2O2) is added to the water during the filtering process. H2O2 is an oxidizer, meaning it helps break down the bits of microorganisms that are left after they have been inactivated. A larger dose is added overnight to maintain required hygiene levels

Deep cleaning the floatation room

9.7. We provide a gap of 45 minutes between float sessions to allow for a deep clean. In this time we spray the float pool surfaces, buttons and handles with Electrolysed Water Disinfectant. It is nontoxic, environmentally friendly, safe and human body compatible. DEW Disinfect will achieve a 99.995% reduction in bacteria in less than 30 seconds.

10. Massage and other treatment therapies

On arrival

- 10.1. Please note that treatments may be in the main Unity Centre building (entrance on Friars Walk) or the Cabin, which has a separate entrance off Broomans Lane, with no need to enter the main building unless to use the bathroom. The Cabin has a sink for handwashing.
- 10.2. When you arrive, we'll ask you to take off your shoes, wash your hands (drying them with paper towels) and walk into the therapy room without touching anything. In the main building, shoes may be left just outside the door. For treatments in the Cabin, shoes may be left inside the door if raining and handwashing is inside the Cabin, after entry.
- 10.3. Please wear easy to remove clothes. We'll give you a container in which to put them when you undress. Please avoid wearing jewellery as this makes the process simpler.
- 10.4. If your treatment is one hour or more, it starts (as it always has) with a tea tree and lavender infused foot soak. This was originally for enjoyment but is now also for hygiene. If the treatment is less than an hour, you may have your feet cleaned on the couch with warm towels. Your therapist will wear clean, in-Centre-only shoes or, if they work in work bare feet, their feet and the floor will be cleaned between each session.

Facemasks and gloves

- 10.5. Your therapist will wear a visor while treating you. Provided they are able to,* they will wear a mask in addition to the visor if treating you from your waist up (arms, abdomen and shoulders) when you're lying face up. You may ask your therapist to wear a mask as well as a visor throughout the treatment, which they will do provided they are able to,* and which we would respect and support.
 - * Your therapist may not be able to wear a mask (or wear one continuously for a long period) if asthma or other breathing conditions inhibit them.
- 10.6. You do not need to wear a mask during your treatment unless you want to, which we would welcome, respect and support.
- 10.7. We do not offer facial treatments of any nature, nor any treatment that requires direct physical contact with the face.
- 10.8. For massages that, by their nature, require your therapist to use their hands on you, your therapist will wash their hands thoroughly at the start of your treatment and also apply sanitiser before oil. They will then wash and sanitise their hands at the end of your treatment. You may also ask your therapist to wear gloves while treating you, which they



will do and which we would respect and support, or your therapist may choose to wear gloves, which we ask you to respect and accept.

At the end

- 10.9. When the massage or treatment is over, please leave all the linens, towels, and mask on the table (unless the mask is yours). Put your clothes back on and exit again without touching anything. You may also wish to use the bathroom and wash your hands before you put your shoes back on.
- 10.10. Please wash or sanitise your hands before leaving the building.
- 10.11. Remember to observe the one-way system and leave through the rear door.

Deep cleaning

10.12. There will be approximately a 30-minute gap between clients, to enable disinfection of the practice space, therapy table and equipment, hallways and bathrooms, including floor, with enough time for disinfection to dry and take effect.

11. Relaxation room

11.1. You can use our relaxation room, maximum of 2 people and observing the 2 metre social distancing requirement. Maximum time of 25 minutes.

12. Privacy policy

- 12.1. Please note that we have this additional information to supplement our usual privacy statement:
 - Before each visit to the Unity Centre, you will be asked to complete are return a declaration form (Precautionary Coronavirus Liability Form) stating that:
 - You have not been in contact with anyone with Covid-19, in the last 14 days, to your knowledge
 - You have not experienced any symptoms such as a new dry cough, temperature of 37.8°C or above, loss or change of smell and/or taste
 - Should you contract the virus you must inform us as soon as possible
 - If you contract the virus we are obliged to inform NHS Track & Trace
- 12.2. The same declaration in writing will be signed by our therapists, teachers and members of staff.



13. Unity Centre risk assessment

Our assessment of risks specifically associated with COV-SARS-19 (Covid-19) in re-opening and providing our services at the Unity Centre, and the steps we've taken to control or mitigate those risks.

Risk: transmission through close person-to-person proximity

Who might be harmed: Clients, guests and visitors to the Centre; teachers, therapists, staff and contractors working at the Centre.

Controls: paragraphs 3.1, 3.2 (controlling the number of people on site), 3.3 (minimising time spent on site), 4.1 (minimising time on site), 5.1–5.3 (controlling numbers on site), 5.4, 6.1, 6.2 (face covering to mitigate against transmission), 6.4 (controlling and minimising movement and controlling proximities), 7.1 (controlling numbers and proximities), 7.5 (minimising time on site), 7.8–7.9 (controlling proximities), 7.10 (face covering to mitigate against transmission), 7.11-7.13 (controlling proximities), 7.14, 7.16 (controlling and minimising movement, controlling proximities and minimising time on site), 8.0 (no sharing of sauna with people outside household/bubble), 8.1 (minimising time on site), 8.3 (face covering to mitigate against transmission), 8.4 (controlling and minimising movement, controlling proximities and minimising time on site), 9.4 (controlling and minimising movement, controlling proximities and minimising time on site), 10.1 (controlling and minimising movement, controlling proximities and minimising time on site), 10.5–10.6 (conditions for face coverings as impediments to transmission), 10.11 (controlling and minimising movement, controlling proximities and minimising time on site), 11.1 (controlling proximities).

Risk: transmission through direct, physical, person-to-person contact (touch)

Who might be harmed: Massage clients visiting the Centre; massage therapists working at the Centre.

Controls: massage is the one activity at the Centre that, by its nature, requires direct, physical, person-to-person contact, in the form of the therapist's hands touching the client's skin. On the basis that the highest risk area of the body for direct contact is the region around the mouth and nose, paragraph 10.7 provides that there should be no direct contact with the face. On the basis that the therapist's only points of contact in massage are their hands, 10.8 provides a mandatory hand cleaning regime as the primary risk control (cleaning before treatment is a control primarily for the benefit of the client; cleaning after treatment is a control primarily for the benefit of the therapist), together with the optional use of gloves as further impediments to transmission, an option that may be exercised by therapist, client or both.

Risk: transmission through contact with contaminated surfaces

Who might be harmed: Clients, guests and visitors to the Centre; teachers, therapists, staff and contractors working at the Centre.

Controls: paragraphs 4.1–4.6 (minimising shared touch points and shared surface contacts), 5.5 (minimising hand contamination of surfaces), 6.6 (minimising hand contamination of surfaces and reducing hand transmission of potential contaminants from surfaces), 6.7–6.12 (cleaning to minimise lingering contamination of surfaces), 7.4 (minimising shared surface contacts), 7.5 (minimising number of contaminated surfaces), 7.6 (minimising contamination of surfaces and reducing hand transmission of potential contaminants from surfaces), 7.7 (minimising shared surface contacts),



7.16 (minimising contamination of surfaces and reducing hand transmission of potential contaminants from surfaces), 7.17 (cleaning to minimise lingering contamination of surfaces), 8.2 (minimising shared surface contacts), 8.5–8.6 (cleaning to minimise lingering contamination of surfaces), 9.2 (minimising shared surface contacts), 9.5–9.6 (mitigating risk of water transmission), 9.7 (cleaning to minimise lingering contamination of surfaces), 10.2–10.3 (minimising shared surface contacts), 10.4 (minimising contamination of surfaces), 10.9–10.10 (minimising shared surface contacts and contamination of surfaces), 10.12 (cleaning to minimise lingering contamination of surfaces).

Risk: transmission through airborne droplets and aerosols without person-toperson proximity

Who might be harmed: Clients, guests and visitors to the Centre; teachers, therapists, staff and contractors working at the Centre.

Controls: paragraphs 5.4, 6.1, 6.2 (face covering to mitigate against airborne droplets and aerosols), 6.3, 7.1, 7.2 (ventilation), 7.8–7.9 (controlling proximities), 7.10 (face covering to mitigate against airborne droplets and aerosols), 7.11-7.13 (controlling proximities and production of airborne droplets and aerosols), 7.17 (air cleansing), 8.0 (no sharing of sauna with people outside household/bubble).

Risk: transmission through infected people on site

Who might be harmed: Clients, guests and visitors to the Centre; teachers, therapists, staff and contractors working at the Centre.

Controls: paragraphs 2.1 (deterrence), 3.3 (pre-notification and deterrence), 3.4 (pre-notification and deterrence), 4.7 (detection and deterrence), 5.5 (detection and deterrence), 6.5 (regular monitoring for detection), 12.1–12.2 (pre-notification and deterrence), 8.0 (no sharing of sauna with people outside household/bubble).

Risk: exposure of high-risk individuals to transmission

Who might be harmed: Clients, guests and visitors to the Centre who might have above average risks associated with Covid-19.

Controls: paragraphs 2.2, 7.3.

ENDS

| I have read and understood the foregoing and I agree to abide by it. |
|--|
| Signed |
| Name (print) |
| Role |
| Date of signature |
| |