

COVID-19 NOTICE TO CLIENTS AND VISITORS

Please do not attend the office if you currently have, or within the last 10 days have had any symptoms of Covid-19 including a fever, new continuous cough or loss of taste and/or smell or if you are self-isolating.

If you develop symptoms within 10 days following your appointment please let us know as soon as possible.

In line with government guidance, clients will be required to wear facemasks at all times (unless you are exempt).

On arrival at the office (for any reason)

- Use the hand sanitiser provided
- Maintain 2 metre social distancing at all times
- Listen to and act on any instructions given to you by a member of staff

For appointments:

- Please do not arrive any earlier than 5 minutes before your appointment time and please do not be late
- Please do not bring anyone with you into the building that is not attending the meeting
- Meetings are for individuals or a maximum of 2 people (from the same household or social bubble) unless otherwise agreed with us in advance
- Please bring your own pen
- We will retain and use your contact details for 21 days and will be provided, if required, to NHS Track and Trace, unless you do not consent to our doing so.

We reserve the right to ask you to leave if you do not agree to follow these simple rules or fail to do so