

This information is to protect you and others, and to help you understand what I am doing to protect your and others' safety during Covid-19 pandemic. Please read carefully.

Building safety:

- Please arrive on time, press the bell (I have hand sanitiser in my office). Do not enter the building unless I have let you in.
- Upon entering the building please do not use the hand rail unless absolutely necessary.
- Please follow me up to Office 7, keeping a distance of at least 2m/6 foot. Close the main door behind you using either your foot or elbow.
- Upon entering my office please use the 80% alcohol solution available.
- There is a clear screen between you and I – which you will not notice after a few minutes.
- If you are more comfortable using a mask then please bring your own as they will not be provided.
- After each session, I will take time to sanitise the office, door handles, chairs, card machine and handrails.
- Please use a tissue to catch any coughs, sneezes and dispose appropriately in the bin provided.
- There will be no drinks provided so please bring your own.
- Please pay and book online where possible.

Symptoms & Covid-19 <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/> for further info please see NHS website

- If you have symptoms of Covid-19 (high temp, and or cough), government guidance is to self-isolate for 7 days from the day you first display symptoms. So please do not attend your appointment – I will rearrange for an online session, or telephone session if you wish.
- After 7 days you do not need to self-isolate - if you just have a cough it can last for several weeks once the infection has gone.
- If you live with someone who has symptoms, or you know you have been in contact with someone who displays symptoms then please do not attend for 14 days from the day their symptoms started.
- If for any reason you cannot attend due to Covid-19 related issues you will be offered telephone or an online appointment.
- Any session that is not attended or cancelled with less than 48 hours notice of the appointment will not be refunded, or rescheduled.
- **Any questions then just ask.. email, text or phone. Thank you.**