

Please **DO NOT** attend our offices if...

You are experiencing any symptoms of COVID-19, you have been in contact with someone with symptoms, or you have been contacted by the Track & Trace service and asked to isolate.



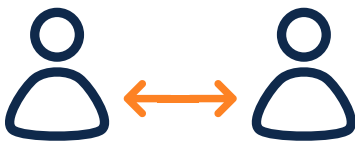
When attending our offices, you will be asked to wear a face covering. Face masks will be supplied if you do not have one.



Please wait in reception whilst the person you are meeting is called. They will also show you out once your meeting has ended.



Follow the hygiene measures in place upon arrival, and use hand sanitiser on entering the offices & before exiting.



Meetings will take place in a large enough room that social distancing can be observed.



During this time we are unable to provide refreshments, however you are welcome to bring your own water



Should you need to sign something, we will provide pens, but if you wish to bring your own please do.



If you are unable to come to the office or do not feel comfortable doing so, please note that we are still offering phone and/or zoom appointments