



**COVID19 -IMPORTANT NOTICE AND INSTRUCTIONS  
FOR APPOINTMENTS BOOKED AT LATHOM HOUSE CONSULTING ROOMS**

In line with Government and Public Health England guidelines relating to the current COVID-19 / CORONAVIRUS situation, we have in place strict processes and procedures to keep everyone as safe as possible.

**Please read and follow the instructions below prior to your attendance.**

- **WE ONLY ALLOW THOSE WITH AN APPOINTMENT TO ATTEND OUR FACILITY.**
- **ONLY THE PERSON ATTENDING APPOINTMENT WILL BE ALLOWED INTO BUILDING**  
*\*UNLESS THEY HAVE SPECIAL CIRCUMSTANCES AND A PRIOR AGREEMENT OR THEY ARE A MINOR BEING ACCOMPANIED BY AN ADULT. THIS IS TO ENSURE ADEQUATE PHYSICAL DISTANCING CAN BE MAINTAINED WITHIN THE BUILDINGS*
- **PLEASE WEAR A SUITABLE FACE COVERING AND KEEP THIS ON UNTIL YOU HAVE FINISHED YOUR APPOINTMENT AND LEFT THE BUILDING.**
- **YOU MAY BE ASKED TO ALLOW A NO TOUCH SKIN TEMPERATURE CHECK.**
- **PLEASE ARRIVE NO MORE THAN 10 MINUTES BEFORE YOUR APPOINTMENT - YOU WILL NOT BE ALLOWED INTO THE BUILDING BEFORE THAT TIME.**
- **IF YOU HAVE A QUESTIONNAIRE TO COMPLETE PRIOR TO YOUR APPOINTMENT, PLEASE BRING THIS WITH YOU.**
- **IF YOU HAVE ANY QUERIES OR QUESTIONS ABOUT YOUR APPOINTMENT, YOU MUST CONTACT THE COMPANY WHO MADE THE APPOINTMENT FOR YOU DIRECTLY.**

**ON ARRIVAL: -**

- **ENTER THE CODE (SUPPLIED TO YOU IN YOUR APPOINTMENT LETTER) ON THE INNER ENTRANCE DOOR KEYPAD, THIS WILL ALLOW YOU SECURE ACCESS TO THE CONSERVATORY RECEPTION.**

**ONCE INSIDE THE BUILDING: -**

- **MARKERS AROUND THE BUILDING WILL REMIND YOU TO OBSERVE PHYSICAL DISTANCING.**
- **USE THE SANITISING HAND GEL OR WASH YOUR HANDS THOROUGHLY.**
- **PLEASE TAKE A SEAT AND WAIT TO BE CALLED THROUGH TO YOUR CONSULTATION.**
- **DO NOT SHAKE HANDS.**

**YOUR CO-OPERATION IS GREATLY APPRECIATED.**