

## Things might be a bit different, but we're back

We are pleased to let you know that we are opening the office as of Mon 7<sup>th</sup> September. We have been working hard behind the scenes to make the office safe for all of you. So, you will notice a few changes when you come back in.

### Before you come in

- 🍧 Sadly we can't see as many of you in the office as we would like, so your Keyworker will speak to you about whether you can come in in person or whether phone contact will carry on.
- 🍧 We ask you not to come into the office unless you have spoken to your key worker and you have arranged an appointment.
- 🍧 Please come on your own as we can't let anyone else into the building.
- 🍧 You do not have to wear a face covering, but we understand if you want to wear one.

**Please don't come in if you have any Covid-19 symptoms – including high temperature, cough, changes in your smell / taste or rash.**

### What you can expect



- 🍧 So that we minimise people in the office and reduce the chance of having close contact with others, you won't be allowed to use the communal space including the reception area, kitchen and toilets.
- 🍧 Please arrive on time for your appointment, we're sorry but we can't let you in before your appointment time.
- 🍧 You will be asked to sanitise your hands when you come in and go straight into the room for your appointment. Please be careful with the sanitiser as it may stain clothes and shoes.
- 🍧 You will be asked to take your temperature when you arrive with an infrared thermometer and if your temperature is higher than 37 degrees we will ask you to go home.

### What we're doing to keep you safe

- 🍧 We have increased our cleaning so that we clean the rooms after each person has been in for their appointment and regularly cleaning all high contact points.
- 🍧 We are asking everyone coming into the building to sanitise their hands.
- 🍧 We are asking everyone to keep 2 meters apart.
- 🍧 Chairs will be positioned 2 meters apart in the interview rooms.
- 🍧 We have put all our face to face group programmes on hold until we are happy we can run these safely.



**We are looking forward to welcoming you back – see you soon!**  
**The team at Stepping Stones**