



As COVID 19, coronavirus continues to spread we would like to remind you of the steps we all need to take to reduce the risk of infection so we can continue our operations as normally and as safely as possible.

WE HAVE ADDED THE FOLLOWING POINT TO HELP REDUCE THE POTENTIAL SPREAD OF INFECTION:

- **DO NOT** engage in **ANY** unnecessary physical contact with clients.

To reduce the spread of infection:

- Wash your hands thoroughly with warm running water and soap as frequently as possible particularly on arrival and on leaving a client's home.
- Cover your mouth when coughing and use tissues when you sneeze, wash your hands after disposing of the used tissue.
- Avoid touching your face, eyes, nose and mouth, if you have not washed your hands.
- If you feel ill you must notify the office and take medical advice.



Common coronavirus symptoms include:

- A fever
- A dry cough, and
- Shortness of breath

Thank you all for your continued hard work and support.

Kind Regards,



Caroline Parsons

Manager