

**Client Information Sheet**

We are very pleased to be welcoming you to Hardwicke. Your safety, and that of our members and staff is of paramount concern. In light of the ongoing situation we should like to draw your attention to some of the Covid arrangements which have been put in place to ensure we maintain a safe environment for all.

1. Please do not travel to the building if you demonstrate any of the Covid 19 symptoms, such as a prolonged cough or high temperature. Further details are here <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>.
2. If you become unwell whilst at Hardwicke please notify a member of staff at the earliest opportunity.
3. Please maintain social distancing when in the building wherever possible. We will discuss with you the capacity of our rooms at the time of booking to ensure as much space is allowed as is possible.
4. Hand sanitisers are sited at the entrance to the building and in all meeting rooms, along with face masks, wipes, gloves and tissues.
5. Equipment is available to take the temperature of you and your party should you wish to make use of it. Please ask our staff to assist you.
6. Please limit the use and number in lifts. Those who are able are welcome to use the stairs and a one-way system is in place.
7. Our rooms are deep cleaned and high contact areas are cleaned regularly throughout the day.
8. If food is required for mediations, we will send you a menu in advance. All food has been prepared to the highest safety standards and is pre-packaged and labelled for individual use.
9. We would ask that visitors complete a contact form before visiting should it be necessary to trace you. This information will only be used if required and the details will be destroyed within a month of your visit. A copy of the form is attached.