

27 May 2021

Dear

We look forward to welcoming you to your counselling with Catalyst at No 44.

There are a number of procedures which you will experience, on your arrival, as part of our Covid Safety measures, so we would like to prepare you for these before your appointment.

- We ask that you arrive at your appointed time, and not earlier, as there will be no waiting facility in the building
- Please use the hand gel provided in the lobby before pressing the bell and entering the main building
- You will be let in remotely, so please do ring the bell
- We ask that you let yourself into and out of the counselling room, rather than the counsellor opening the door for you
- You may notice that chairs have been spaced 2 metres apart.
- We will, unfortunately, not be able to provide drinking water, so we ask that you bring your own
- You will be asked to place any payment in an envelope which will be provided in the room
- Wearing a face covering will be necessary, for both yourself and your counsellor, subject to exceptions.

We trust that you will find these measures agreeable; they are in place to help ensure the safety of all.

With thanks and kind regards
From the Directors