



20th August 2020

Dear families,

Covid 19 Response

Following strict Government advice initially and further regular updates we would like to advise you on the procedures we are taking to keep yourselves and our staff safe.

We wish to continue to provide our services to you to the best of our ability.

All our staff are now working within our offices again. We are adhering to social distancing and other Government advice.

In accordance with Government advice please wear a face covering if you visit our premises and we ask that whenever possible appointments at our offices are pre-arranged.

We can be contacted by telephone (01271 342196) or by email (enquiries@wsgayton.co.uk). We are available 24 hours a day.

Thank you all,

David and Jane Gayton

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Shawte [Signature] Date 14.6.2020

Who to contact: Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)