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Dear Training Delegate,

Following statements issued by the World Health Organisation, we would like to provide some information relating to both employees and clients in connection with the Coronavirus. This advice is based on the situation today - 12 March 2020 - but we will be monitoring this on a daily basis and will of course change our advice if this becomes a necessary action following any changes in Government policy.

If you are booked on one of our training courses and are in quarantine, subject to self-isolation or are unable to travel, please let PCL know by contacting admin@psychological-consultancy.com or calling us on 01892 559540.

We do not want any unnecessary risks taken with regards to the possible spread of the virus. We will of course be happy to discuss reimbursement in the event you have to cancel attendance at one of our courses because of quarantine, self-isolation or inability to travel.

We also recommend that you review WHO advice online, in particular "Coronavirus disease - advice to the public".

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

If you are attending one of our courses, please ensure that you take the following actions to reduce the risks of exposure:

- **Wash your hands frequently** - Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- **Why?** - Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- **Maintain social distancing** - Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- **Why?** - When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth, which may contain the virus.
- **Avoid touching eyes, nose & mouth.**
- **Why?** - Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

- **Practice respiratory hygiene** - This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
- **Why?** - Droplets spread viruses. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

If you have a fever, cough and difficulty breathing seek medical care early: Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.

Why? - National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent the spread of viruses and other infections.

The above is advice and support; there is no need to panic about the current circumstances. If you have any concerns or questions regarding the current situation and how it could affect planned training workshops delivered by Psychological Consultancy Ltd then please contact us on 01892 559540.

Many thanks,

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