**Patient Attendance Procedure**

* All patients should wear a face covering when attending the practice
* Patients should use the toilet before attending the practice
* Single use pens are available if paper forms need to be completed-wherever possible patient forms will be sent to patients’ emails to be filled in online using our patient portal facility
* Patients should only bring minimal belongings into the practice with them
* Patient should attend alone wherever possible or with one other person if absolutely necessary
* Patients that require a chaperone, should Only attend if they are symptom free
* Patients can only enter the building at the agreed time
* Patient’s will be met by a team member who will check their medical history and ask them to sanitise their hands which will be placed inside at reception
* Patients will be screened using the standard COVID-19 screening questions and if now in Category 1 will be referred to an appropriate center (if it is an emergency) or advised to self-isolate
* Contactless payments if possible
* Patients will be reminded to comply with the social distancing – 2 waiting areas are available, reception staff will direct patients to the appropriate area
* Any patient belongings should be placed in a designated area which will be disinfected after use
* At the end of treatment, the patient should leave the room immediately and perform hand sanitation using alcohol gel placed in reception.