



**New Park Village
Tenant Management
Co-operative Ltd**
A community in Action

Ellerton House will be opening to the public from Monday 6th July 2020

Office Opening hours will be as follows:

MONDAY, WEDNESDAY & FRIDAY 9.00 am to 12.30 pm

**All visitors to Ellerton House have to comply with the current
Government COVID19 Guidelines**

Please ensure you have read the below prior to entering Ellerton House

Please DO NOT ENTER the building if you have of the following symptoms

- **A high temperature**
- **A new, continuous cough**
- **A loss of, or change to, your sense of smell or taste**

**You should return home check your symptoms and follow the advice found at
www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms**

- A maximum of 2 people will be allowed in the reception area at any time and MUST keep 2 metres or more apart at all times.
- There is a strict one-way system throughout the building that you MUST follow at all times.
- Every customer MUST sanitise their hands prior to entry and on exit.
- No dogs are allowed in the building until further notice (except guide dogs).
- Please note, there are NO toilet facilities at this time.
- The Computer Suite is CLOSED Until Further Notice
- When at the cashier's desk please wait to be called forward by a cashier.
- The preferred method of payment is by CARD
- Please vacate the cash desk immediately after payment has been made following the route indicated.
- If you are visiting the office for any other reason than to pay rent or other payment please note that there are NO INTERVIEW ROOMS available at this time. If possible please contact a member of staff via telephone by calling 01902552670 or by email at Ellertonhouse@npv.org.uk
- PLEASE respect our rules and staff during these difficult times, we are doing our best to provide a safe service.

Thank You for Your Co-operation