**We will be back open from Monday, 29 June but we need to change how we operate in order to keep you and our staff safe.   
  
This is what we will do........**

* **Create one-hour appointment slots for customers to visit the shop (up to 2 people at a time)**

**Appointments can be booked on our website**

* **Where customers can’t (or don't wish to) come into the shop, we can arrange a telephone appointment**
* **Have a supply of hand-sanitiser for all visitors – and staff – to use**
* **Have screens on the desk to create a physical barrier where social distancing rules can’t be maintained**
* **Between appointments, staff will be sanitising all surfaces – including desks and door handles**
* **There will also be a “visitor” book for all customers (and delivery personnel) to capture contact details for Track and Trace purposes**

**This is what we ask you to do........**

* **Please use the hand-sanitiser when you enter the shop**
* **Please follow staff instructions to maintain the social-distancing rules**
* **Please give us your contact details in the "visitor book".  If there is a local outbreak of Coronavirus, it will be important to know who has been in the shop at any one time under the Track and Trace system**
* **Although we won't be able to offer you tea and coffee in the shop, you are most welcome to bring in your own drinks**
* **We are happy for you to look at brochures from the shelves but either take them home or place brochures you have handled on the table for staff to sanitise them before putting them back on the shelf.  Please don't put them back on the shelf yourself**
* **If you have used one of our pens, please take it with you.  If you don't want to do this, please leave it on the desk to be sanitised by a member of staff**
* **Please pay in the shop with your debit or credit card**

**MOST IMPORTANTLY.........  
  
STAY SAFE and enjoy the experience of booking your holiday with us and having something nice to look forward to**