Dear *Monitor,*

We are now able to welcome monitors back on site at Royal Papworth Hospital.

In preparation for your visit please read the following guidelines that have been introduced to keep you and Royal Papworth Hospital staff safe. You will find are not these are not dissimilar to the general government guidelines.

* Only 1 person is allowed on site for the visit
* Your study contact in R&D will liaise with you in the lead up to your visit at 7 days and 24 hrs prior to; to check that you have no CV19 symptoms and that you’ve had no contact with anyone with CV19 symptoms in the past 14 days.
* On the day of your visit your CTC/Research Nurse will meet you at the door of the Hospital (please make sure you have the contact details of the person you are visiting to advise them if you intend to be earlier or later than your scheduled arrival time)
* Please wear your identification badge for the duration of your visit and bring this letter to show to the security guards at the hospital entrance
* We will ask you to wear a mask for the duration of your visit (these are supplied by the Trust) in non-Covid secure areas, there are stations at entrances/exits to either safely put on or remove masks. You will be shown where hand sanitiser and wash rooms are located in the area that you will be working in.
* The hospital is using the 2 meter distance rule
* We would like to discourage any needs to visit clinical areas, however if this is required for your visit you will be expected to wear the appropriate PPE
* For the purposes of Track and Trace we will name all the areas visited at the hospital and any face to face consultations (PI / Pharmacy etc.)

Please be understanding if due to unforeseen circumstances your monitoring visit is cancelled at short notice.

We would like to thank you for adhering to the guidelines set out above and look forward to your visit.

Kind regards,

*CTC/Research Nurse*