1 November 2020

Dear Holton Lee Partner

Further to the UK Government’s announcement that England will have a nationwide lockdown, due to rising levels of COVID-19 transmission, for four weeks starting from Thursday 5 November 2020, I am writing to you to explain what this means for Livability at Holton Lee.

We have taken the decision to close the Holton Lee site for all but essential Livability staff during the course of the nationwide lockdown period. This decision has been reached in order that we can protect our staff from the increasing transmission of COVID-19. We have also take into account legal and insurance implications from keeping the site open during a period of national lockdown.

I appreciate this will not be welcome news and I apologise for the adverse impact it may cause. Livability will keep this decision under review especially in light of any changes to UK Government guidance.

If you wish to discuss this further please contact staff at our Holton Lee site or Stuart Dryden via [sdryden@livability.org.uk](mailto:sdryden@livability.org.uk)

I hope you and your family are safe and stay safe.

Yours sincerely

Jane Percy

Executive Director of Operations