

Ivory Aztec Guide for Covid 19

Brief & Purpose

This policy includes the measures I am actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. I assure you that I will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If this is the case, I will update you as soon as possible by email.

Whilst my counselling room is in my house it does not form part of my house in that it is the first room as you enter the premises and is solely used for the purposes as counselling, and is therefore a work space.

I have completed a Risk Assessment which has led to the actions below.

Steps I have taken and general hygiene rules:

- I am only seeing a very limited number of clients in my counselling room.
- We will keep a 2-metre distance at all times.
- I have arranged seats in the counselling room so that they are 2 metres apart.
- The client seat will be sanitised between sessions additionally client seating is now covered by a throw which will be changed after each client.
- I have installed a hand sanitiser point in the hallway, and there is a bottle in my counselling room. I only use 70% alcohol gel.
- If you cough, sneeze or need to use a tissue please sanitise your hands straight after.
- As is my regular policy, the EMDR kit and card machine will be sanitised after each use.
- All door handles will be sanitised before and after sessions.
- I have removed the fidget toys and also have had to remove the tissues. Please bring your own supply of tissues and a bag to take used tissues with you.
- There is now a dedicated toilet upstairs for clients which also has a sanitiser point.
- I will keep the windows open as much as possible to ensure ventilation and I now have an air purifier in the room with a HEPA air filter.
- Though I am not required due to the measures above, I am happy to wear a face shield if you should wish.
- Use of the upstairs counselling rooms has also been limited to reduce footfall.
- If I start to show symptoms or come into contact with anyone who starts to show symptoms, I will let you know and we will have to move sessions online only.
- Please let me know if you begin to show symptoms or come into contact with anyone who is showing symptoms, again, we will have to move sessions online only.
- If any client that I have seen face to face notifies me that they are showing symptoms or have come into contact with anyone showing symptoms, again, we will have to move sessions online only.
- If you are shielding or live with anybody who is shielding our sessions will need to continue online.

- If you need to use public transport to reach me, I would encourage you to consider keeping your sessions online. If you feel travel to me for face to face sessions is essential for your mental health please follow [TFL Guidelines](#).

Finally, if you become very distressed during a session, I am afraid that I will not be able to give you a comforting touch, but please rest assured I will be doing so mentally, and I am there for you.

Health Guide for COVID-19 Coronavirus (

COVID-19), is a new infectious disease that affects your lungs and airways. Symptoms The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms. How to stop the infection spreading

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- if you can, wear something that covers your nose and mouth when it's hard to stay away from people, such as on public transport – see [staying safe outside your home on GOV.UK](#)

Don't

do not touch your eyes, nose or mouth if your hands are not clean

Further information

Check if you need medical help If you have symptoms of coronavirus (COVID-19), you can ask for a test to check if you have the virus. This is called an antigen test.

There is another type of test (antibody test) that checks if you have already had the virus. This test is not widely available yet. You can find out about [antibody testing on GOV.UK](#).

For further information please follow this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/>