

Ivory Aztec Guide for Covid

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) 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 workspace.

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

Steps I have taken and general hygiene rules:

- I have arranged seats in the counselling room so that they are 2 metres apart.
- Clean seat covers are available should you so wish.
- 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.
- Please sanitise your hands before taking a tissue. Also, 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.
- There is a dedicated toilet upstairs for clients which also has a sanitiser point.
- I will keep the windows open to ensure ventilation.
- I now have an air purifier in the room with a HEPA air filter, to filter out micro droplets in the air.
- There is a transparent room separator to block direct transmission.
- If I start to show symptoms or encounter anyone who starts to show symptoms, I will let you know, and we will have to move sessions online only or cancel if you do not want to work online.
- Please let me know if you begin to show symptoms or encounter anyone who is showing symptoms, again, we will have to move online/cancel sessions.
- If any client that I have seen face to face notifies me that they are showing symptoms or have encounter anyone showing symptoms, again, we will have to move online/cancel sessions.
- If you are shielding or live with anybody who is shielding you may wish to consider online sessions only.
- If you need to use public transport to reach me, I encourage you to follow [TFL Guidelines](#).

Following a further risk assessment due to the higher transmission rates of various variants the following measures may need to be followed:

- Masks to be worn by clients and counsellors alike in all communal areas i.e., the hallway and toilet facilities (unless it is uncomfortable)
- Masks can be removed once seated
- Hand sanitiser at the entrance must be used on entering and hand sanitiser by the seat must be used before leaving

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

COVID 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 Covid, you can ask for a test to check if you have the virus. This is called an antigen test.



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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/>

