



## **Covid 19 Secure Face to face contract**

### **Name:**

### **Fairkytes Art Centre where my counselling room is based, have put the following procedures into place.**

- When entering and exiting the building we kindly ask that the main front street door be used only to enter the building. The rear door should be used only to exit the building.
- We also ask that you make use of the hand sanitiser stations around the building.
- As the government guidance states paper hand towels are recommended when drying your hands. So toilet automatic hand driers have been switched off.
- You will notice signage around the building reminding you to keep the recommended distance apart.
- There will be extra deep cleaning of all communal areas of the building taking place. These will be carried out regularly. (Please note my room is cleaned by myself, before and after each session)

### **Entry and Exit procedures**

You will need to arrive at your session only a couple of moments before, as it will not be possible to sit in the waiting area.

- Call me when you arrive and please wait by the outside door.
- I will take your temperature as you approach the door.
- Make your way to the room and I will meet you in the room with the door open. This allows us to maintain a social distance and you will not need to touch the door
- On arrival please use the hand gel provided.
- When leaving the room I will not be able to see you out of the building. You will need to exit via the back door.

### **In the session**

- Please do not leave home if you or anyone in your household has symptoms of Covid 19.
- If you need to cancel due to COVID symptoms directly or indirectly there can be alternative options please let me know and we can arrange for a telephone, online or postpone the session.
- Clients must be aware that they should attend appointments alone.
- The windows will be open to provide ventilation as advised by the guidance.
- Sessions will be for 50 minutes and will need to end promptly as this allows me time to clean the room, equipment and seats before I see my next client.
- If you wish for me to wear a face shield I will happily do so, and if you want to bring along your own mask this is also fine.
- I will not be able to provide water so please bring a bottle of water.
- I will be unable to use one central box of tissues, due to other clients touching the same box. So please bring your own tissues.
- Creative interventions can still be carried out, I will provide a pencil and sheets of paper. You may keep the pencil to use each time. I will be the only one handling things like emotions cards and other creative cards, stones or other creative



interventions, if you are to touch any of the creative items they will be sanitised after use.

- When leaving the session please use the hand gel provided.

### **Things to consider if returning to face to face counselling**

It is important to remember that COVID-19 although it has apparently past its current peak of infection rates, is it still a highly transmissible and potentially fatal illness, with no vaccine currently available.

Therefore, it is important that you to consider the following:

- It is your responsibility to make me the counsellor aware if you have underlying medical conditions.
- That you attend face to face sessions based on your own judgement and at your own risk.
- If you are advised medically to self-isolate, or if you have any symptoms of a cold, cough, respiratory issues or a raised temperature. Future sessions will be postponed as face to face and can resume as telephone or online sessions. It is your responsibility to inform me of this.
- If you have been exposed to the virus and have been informed by track and trace to self-isolate, it is your responsibility to inform me of this. We can then arrange for our sessions over the telephone or online whilst you have to isolate. If you Inform me that you have been diagnosed with coronavirus the NHS will require that I divulge this to Public Health England as I will have been exposed to it.
- If I should be diagnosed or told to self-isolate I will inform all clients of this and I will need to provide a list of people, I have come in contact with. In such circumstances I will inform the NHS of my contact with my clients, however I will not be divulging how we know each other.
- I will rearrange appointments if I have any relevant medical symptoms.
- Be prepared in case of evolving Government advice that I may have to cancel face to face counselling again for a temporary period. If this is the case, then I will offer telephone or online sessions.

Taking into account the above, it is your responsibility to make an informed decision regarding attending face to face sessions at this time. Please sign the document if you are happy to proceed with face to face sessions.

This document will be reviewed at the beginning of each session and I will be asking for you to sign this to confirm this has covered.

Client Signature \_\_\_\_\_

Counsellor Signature \_\_\_\_\_

Date \_\_\_\_\_