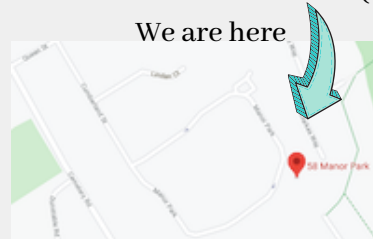


COVID-19 SAFETY PROCEDURE

Courage2Be counselling Services is situated in a quiet cul-de-sac :
58 Manor Park, Houghton Regis, Beds, LU5 5BX (Behind Morrisons)

Please turn on to Cemetery Road from the high street- Left onto Queen Street
Right onto Cumberland street - and Follow it down to the bottom into a ONE WAY SYSTEM- Manor
Park. We are situated in the first bottom corner (Red Astra on the Drive)



- If arriving by car, please park on the tarmac leading up to the drive and not on the road due to limited parking for other residents.
- At the time of your session and NOT ANY EARLIER, please ring the doorbell by the Courage2Be Counselling sign & step back.
- The garage door will open outwards & you will be greeted by your counsellor. They will move out of the way to enable you to enter first.
- Once you are inside please stop next to the table and use the hand sanitiser.
- You will be asked to take your temperature with an infrared thermometer. You will be asked if there are any changes to your health since completing the health questionnaire.
- Please hang up any belongings on a coat hook.
- If you would prefer to wash your hands, there is a toilet on the left-hand side. Paper towels are provided and please dispose of them in the bin provided.
- Make your way through the back door into the garden and then into the conservatory to the right. All doors will be open, so please try not to touch any handles.
- Please take a seat on the sofa & if you still have keys or a phone with you, place them in the white tray provided.
- Your counsellor will follow behind at a 2m distance.
- Also in the white tray will be an individually wrapped disposable plastic cup and water bottle.
- There will also be a small pack of tissues for you to use during the session. Please take any unused tissues with you at the end of the session.
- At the end of the session, please dispose of any rubbish in the pedal bin.
- Your counsellor will leave first to open all doors. Please leave a 2metre distance behind them
- If you need to sneeze or cough during the session, please do so into your elbow or cover your whole mouth and nose, followed by using hand-sanitiser.
- Please bring a mask with you in case it is deemed necessary to wear one in line with government and BACP guidelines.

Please be aware that all windows and doors in the conservatory will remain open during the session to ensure ventilation. It is possible therefore but unlikely that you may be overheard if neighbours are in their garden and you are speaking loudly.

COVID-19 CLEANING PROCEDURE

Before and after you arrive for your session, Courage2Be Counselling Services will ensure that the following have been wiped or sprayed down with Dettol Disinfectant:-

- Door Handles
- Light switches
- Hand Sanitiser
- Infrared Thermometer
- Toilet
- Taps
- Sink
- Paper Towel dispenser
- * Furniture
- * White Tray
- * Ledges
- * Lamps
- * Oil Filled Heater
- * Fan
- *Resources used

Before you arrive for your session, Courage2Be Counselling Services will ensure that all floors/mats are steam cleaned

- We are leaving a gap of a minimum of 30 minutes between appointments to ensure that thorough cleaning can take place.
- At the end of each day, the therapy room will be completely washed/wiped down with disinfectant, hoovered and steam cleaned.
- Before setting out an individually wrapped cup and tissues, your counsellor will use hand sanitiser.

Additional measures when working with Children:-

- We have removed all fabric toys and any resources that are difficult to clean.
- Children will now be given their own creative pack including paper, pens, pencils, paint, scissors, etc which will be stored on-site but can be taken home when therapy has ended.

After the session

- Plastic/Metal resources used and any trays of resources touched will be disinfected in Milton
- Wooden resources used, will be wiped/sprayed with Dettol disinfectant
- When working creatively, the counsellor will use hand-sanitiser and gloves before offering and removing resources from containers for your child.
- Before playing together with a plastic ball, both the counsellor and your child will use hand sanitiser /wash hands. If the ball or hands touch the face, the game will stop and the ball will be wiped down/sprayed with Dettol disinfectant and hands will be re-sanitised before continuing the game. A 2m distance will remain where possible.
- Sand will be removed from the tray. The tray and sand will be disinfected with Dettol.

This is a working document and your safety is paramount!

If you feel that something is missing and needs to be added to this procedure, please contact Janine on 07887353151 as soon as possible.