

# Office Safety Precautions in Effect During the Pandemic

**In accordance with the order of the Provincial Health Officer our office is taking the following precautions to protect our clients and help slow the spread of the coronavirus:**

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- Office seating in the waiting room and in therapy rooms has been arranged for appropriate physical distancing.
- Office colleagues maintains safe distancing.
- Restroom soap dispensers are maintained and everyone is encouraged to wash their hands.
- Hand sanitizer that contains at least 60% alcohol is available in the therapy rooms, the waiting room and there is a sink with soap available for washing hands.
- We schedule appointments at specific intervals to minimize the number of people in the waiting room.
- We ask all clients to wait in their cars or outside of the waiting room until no earlier than 5 minutes before their appointment times. Counsellors will accompany their clients into the waiting area and therapy rooms at their scheduled appointment time.
- Areas and surfaces that are commonly touched are thoroughly sanitized after each use.
- Physical contact is not permitted.
- Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- Common areas in the office and throughout the building are thoroughly disinfected at the end of each day.
- Clients and counsellors have been requested to read and sign an informed consent as an official agreement between us that we will all do our part to uphold these protocols in an effort to slow the spread of the Corona Virus during the COVID19 pandemic.