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**Advice when attending a face to face appointment**

To make sure that whilst attending your sessions we are following the government’s guidance to “stay alert, control the virus, save lives” the following information will help keep you safe when you are attending for face to face appointments.

If you have a cough, feel feverish/have a high temperature or experience a loss or change to your sense of taste/smell, then please self-isolate for 7 days and do not attend your appointment. Please contact me to advise that you will not be attending and the reason.

Please be assured that if I display any of the above symptoms, following the advice to self-isolate for 7 days to keep you and others safe, I will either cancel the appointment, or where possible reschedule our appointment to remote therapy to keep the momentum of our therapy going.

In session we will follow Public Health England advice and safety procedures:

* Please arrive on time for your appointment to minimise contact with others, and do not bring others with you to your appointment.
* Please use hand sanitiser gel before and after your appointment, I’m happy to supply this.
* Bring your own tissues with you and use them to catch any coughs for sneezes and use a hand sanitiser gel afterwards. A bin will be provided for disposal of tissues.
* Avoid touching your eyes, nose and mouth where possible.
* Bring your own water bottle to use through the session and take this away with you.
* Seating will be arranged at a 2 metre distance.
* Paper will not be exchanged but notes can be taken in session for you to reflect on for between session work – if for any reason you are unable to take notes, I will take them and email to you afterwards.
* All surfaces and points of contact will be cleaned between appointments with disinfectant.
* Please note that the environment may feel less comfortable due to disinfecting and removal of non-essential soft furnishings etc.

Please note that I will be following the same advice to keep you safe in our face to face appointments.

If within 14 days of your appointment you begin to display symptoms of Covid-19, test positive or are contacted by the NHS track and trace service you should inform me as soon as is possible.

If I display symptoms, I will contact you myself and provide your details to NHS track and trace.

**Clinician Risk Assessment for returning to face to face work after Covid-19**

Clinician name:

Date of risk assessment:

Consulting location:

In order to move back to providing clients with face to face treatment in these consulting premises, the following risk assessment checklist indicates the areas for consideration to help safely manage this transition.

In addition guidelines from my professional body, BACP and the latest updated guidance from the government and NHS should be followed.

Checklist:

|  |  |  |  |
| --- | --- | --- | --- |
| **Consideration** | **Description** | **Yes/No** | **Comments** |
| Social distancing | I am able to maintain 2 metre distances from people, including safe positions of chairs in the consulting room. |  |  |
| Social distancing | I am able to stagger my appointments in a way that minimises people waiting in a communal area. |  |  |
| Social distancing | I can request people arrive at their scheduled appointment time, not early or late, to minimise contact with others. |  |  |
| Social distancing | I can request people to attend alone, to minimise contact with others |  |  |
| Hygiene | My consulting venue offered suitable hand-washing facilities / or hand sanitiser gel is available. |  |  |
| Hygiene | I am able to maintain hygiene in the premises by using antibacterial wipes on surfaces in between appointments (for example table, door handles) |  |  |
| General | I can request people provide their own bottled water should they require |  |  |
| Protection | I will not proceed with appointments if I, or anyone in my household has symptoms of Covid-19. |  |  |
| Protection | I will request that people do not attend appointments if they have symptoms, or have been in contact with someone who has symptoms. |  |  |