

COVID-19 HEALTH DECLARATION

As part of our commitment to provide a safe working environment for all clients and therapists during the unprecedented, fast-changing COVID-19 situation, we need to ask you to confirm by consent that:

- You have no cause to believe that you have COVID-19 (an NHS symptom checker can be found [here](#)).
- You have been meeting the Government COVID-19 guidelines and social distancing when not at work as defined [here](#).
- As far as you are aware, you have not been in close contact with a confirmed case of COVID-19 or anyone who is showing symptoms consistent with COVID-19 within the last 14 days. Furthermore, you have not been contacted under the NHS Track and Trace system and told to self isolate.
- You have not travelled to, nor to your knowledge had any contact with any individual travelling from any high COVID-19 risk countries (as deemed by UK FCO) in the 14 days prior to your appointment.
- You have not had a cough, or a temperature of 37.8 degrees centigrade or above in the last 14 days.
- If you develop a cough or a temperature of 37.8 degrees centigrade or above at any point before or during or within 14 days following your appointment you will immediately inform BCS Mental Health Service.
- If you are over 70 years of age or have any pre-existing condition which would put yourself at increased risk of severe illness from COVID-19, as defined by the Government [here](#), you must inform BCS Mental Health Service.
- You will notify us immediately should anything change as regards to the above confirmations.
- You have read, understood and agree to abide by the COVID-19 Policy.
- For the purposes of GDPR you consent to our sharing and retaining your data to the extent that it is reasonably necessary for the safety of yourself, our team and other clients.

COVID-19 POLICY & REQUIREMENTS

Please ensure the following steps are adhered to at all times, this policy is set by BCS Mental Health Service in accordance to Welsh Government guidelines.

Arrival

- If you are early for your appointment please do not enter the building until your allotted time. If you are late for your appointment, please contact your therapist by phone before entering the building.
- Once you have come through the first set of doors ring the bell and wait.
- When prompted by the therapist walk up the stairs. Follow the therapist to your session room, maintaining the 2-metre distance at all times.

Entering your session room

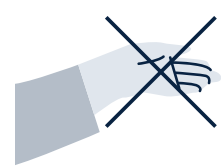
- Each room is thoroughly sanitised before and after each client/ therapist/ visitor – including chairs and all touch points.
- Upon entering the session room you will be prompted to sanitise your hands with the gel provided and take a seat (which has been set at a 2-metre distance away from the therapist).

Leaving your session room

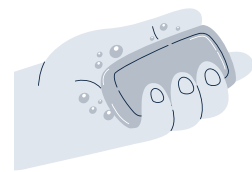
- At the end of your session your therapist will ask you to leave the room.
- Please sanitise your hands and make your way out of the building, your therapist will follow you maintaining a 2-metre distance.
- There will be no access to the WC facilities whilst on the premises.

Keep Our Workplace Safe

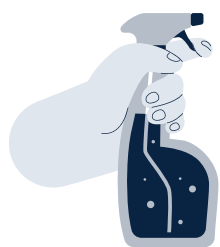
Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and between clients - schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

Room hygiene

Sanitise all **contact surfaces** and touch points before and after each use. Including door handles, chairs, PC and keyboards, tables and phones.



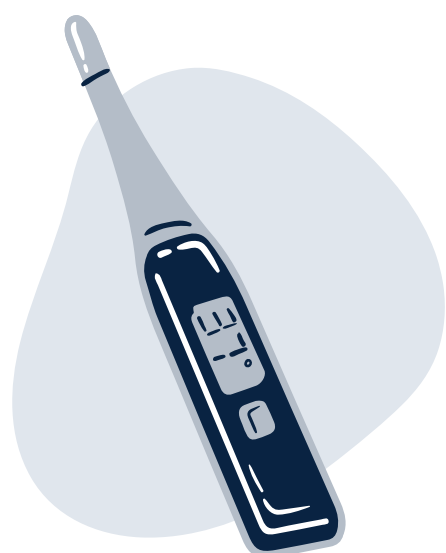
When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**



Allow **30 mins** between each usage to ensure **correct process is followed**

Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to **Toby** if you need any **additional support**

Internal Covid-19 Policy

As part of our commitment to provide a safe working environment for all clients and therapists during the unprecedented, fast-changing COVID-19 situation, we need to ask you to confirm by consent that:

- You have no cause to believe that you have COVID-19 (an NHS symptom checker can be found [here](#)).
- You have been meeting the Government COVID-19 guidelines and social distancing when not at work as defined [here](#).
- As far as you are aware, you have not been in close contact with a confirmed case of COVID-19 or anyone who is showing symptoms consistent with COVID-19 within the last 14 days. Furthermore, you have not been contacted under the NHS Track and Trace system and told to self isolate.
- You have not travelled to, nor to your knowledge had any contact with any individual travelling from any high COVID-19 risk countries (as deemed by UK FCO) in the 14 days prior to your appointment.
- You have not had a cough, or a temperature of 37.8 degrees centigrade or above in the last 14 days.
- If you develop a cough or a temperature of 37.8 degrees centigrade or above at any point before or during or within 14 days following your appointment you will immediately inform BCS Mental Health Service.
- If you are over 70 years of age or have any pre-existing condition which would put yourself at increased risk of severe illness from COVID-19, as defined by the Government [here](#), you must inform BCS Mental Health Service.
- You will notify us immediately should anything change as regards to the above confirmations.
- You have read, understood and agree to abide by the COVID-19 Policy.
- For the purposes of GDPR you consent to our sharing and retaining your data to the extent that it is reasonably necessary for the safety of yourself, our team and other clients.

Displaying Symptoms

- Should you display any COVID-19 symptoms please follow the Government guidelines, self-isolating for 14 days and contact 111.
- In the event that you display symptoms, you should not enter the office and remain at home.
- All existing face to face clients should be cancelled pending further notice.
- If you feel well enough and able to maintain any virtual appointments you may do so.
- You may only return to work once you have been given the all-clear by a medical professional and then a return to work assessment completed by your line manager.