

## COVID-19 Administrative initiatives

- staggering start times of appointments
- clients will be notified by phone, email, or text about procedural expectations and or changes. Information will be posted on therapist websites.
- clients will be provided with a separate pen and tablet to complete forms. The pen and tablet will be wiped before and after client use.
- clutter in client waiting areas has been removed.
- Service providers will clean and disinfect surfaces and multitouch devices with appropriate disinfectants before and after appointments. This includes cleaning and disinfecting surfaces of common equipment such as the

telephone, printers, fridge, microwave and storage cupboards.

- Service providers will report symptoms of COVID-19 to others in the office.
- Should service providers/clients develop symptoms, we will notify the local health authority for guidance and testing if possible. We may be obligated to provide contact information of service providers/clients who have been at the office.
- Therapists will determine what consent forms are appropriate for their individual practice.
- Therapists are encouraged to share best practice for consent and other safety ideas with colleagues.
- Therapist will be aware of and follow the WSBC guidelines for personal

counselling at are appropriate to their practice.

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling>