

INSTRUCTIONS FOR EVERYONE ENTERING OUR BUILDINGS DURING THE COVID-19 PANDEMIC

We have adapted our premises and the way we work in order to deliver our services as safely as possible during the pandemic. These changes are based on our COVID-19 risk assessment, and have been developed through consultation with our staff and volunteers.

We are providing a reduced face to face counselling service and only the minimum number of workers will be onsite in order to operate safely and effectively and maintain social distancing.

Please do not enter our premises if you, or anyone you have been in contact with, have any COVID-19 symptoms.

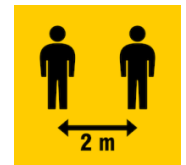
Hygiene and cleanliness – you must clean your hands thoroughly upon arrival



To reduce the risk of infection spread, we have introduced the following measures:

- hand sanitisers at entrances
- a one-way entrance and exit for clients where possible
- reduced waiting room, kitchen and counselling room usage and increased ventilation
- frequent cleaning of public and work areas and equipment
- requesting that clients and visitors bring, and be responsible for, their own drinks
- requiring everyone to keep personal belongings with them whilst in the building
- provision of a clear screen for counselling sessions, face masks are optional
- stationery, cups, cutlery, etc are strictly not to be shared with colleagues or clients
- waste is removed at the end of the day
- provision of disposable gloves for use when necessary

Social distancing – you must follow the 2m rule wherever possible



To assist with social distancing, we have introduced the following measures:

- restriction on the number of clients in the building at any one time
- clients must only enter the building at their session time, not earlier, and exit the building immediately afterwards
- no one may accompany a client into the building
- clear guidance, floor markings and signage is displayed throughout our premises
- clients and visitors are encouraged to bring their own drinks as these won't be offered

Support Work

- all contact for support work should primarily be by telephone or online video (Zoom).
- support workers must not enter any client's home or other small enclosed spaces
- if a face to face support work meeting is necessary then this should be arranged in a public place strictly adhering to the 2m rule

If you have any questions or suggestions for further adaptations that we can make, please contact Sue Lambert Trust: telephone 01603 622406, email info@suelambertrust.org