

Expressions Counselling

COVID 19 SAFETY PLAN

Prepared on May 21st, 2020

COVID-19 Safety Plan

Step 1: Assess the risks at your workplace

We have conducted a risk assessment on virus transmission at Expressions Counselling. The following risks of transmission have been identified, when providing an in-person counselling sessions with the client:

- Clients and counsellors attending sessions when feeling unwell or when they are asymptomatic
- Door knobs and light switches
- The couch area
- The play therapy toys and the sand-tray
- The distance between the counsellor and the client
- Lack of air filtration in the session

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Step 2: Implement protocols to reduce the risks

We have determined that the risk of transmission is low at Expressions Counselling because of the protocols we are taking to reduce transmission.

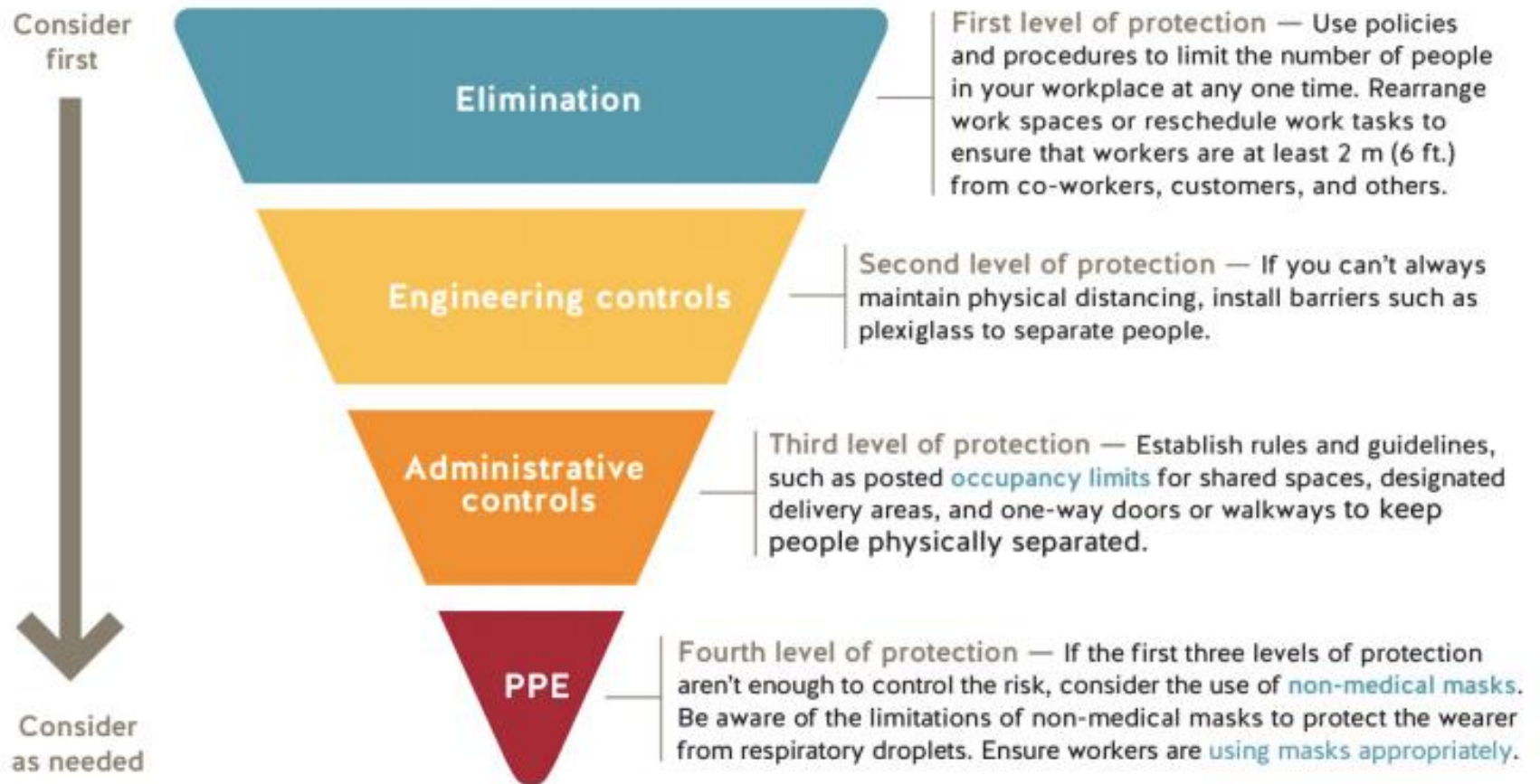
The following consists our **Guidelines Grid** for eliminating or mitigating the risk of transmission from person to person, while providing in-person counselling:

Areas	Surfaces/Tools
Door knobs and light switches	Counsellor only touch these areas and it will be disinfected at the opening and closure
Client seating area	This area is disinfected at the beginning the day, after each client and at the end of the day.
Client side table	This area is disinfected at the beginning the day, after each client and at the end of the day.

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Play therapy toys and sand-tray	Play Therapy has been suspended for phase two due to the level of risk
Counsellor Seating area	This area is disinfected at the beginning the day and the end of the day
Washroom and common areas	These are disinfected by Regus or Simply Office
Hand-sanitizer	Available for clients to use and disinfected after each client

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In addition to the above described protocols we have implemented the following procedures to reduce the risk of transmission:

First Level Protection: Elimination

- At Expressions Counselling, we will be targeting elimination of risk by keeping a 2 meter distance between the clients and the counsellor at all times.

Second Level Protection: Engineering control

- There is no need to have an additional physical barrier during the counselling sessions

Third Level Protection: Administrative controls

- Our procedures outlined in Step 3 clearly identify the cleaning and disinfections processes that will take place regularly to eliminate transmissions

Fourth Level Protection: PPE

- Counsellors will be wearing masks when receiving clients since the 2 meter physical distancing would be challenging to enforce when walking to the office

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Step 3: Develop policies

Guidelines for the Re-opening of Expressions Counselling for Optional In-Person Services –

Phase 2

1. Deep cleaning of the office and the office supplies before opening (Door knobs, desks, couches, stationary, plants, coffee-tables, etc.)
2. Mandatory social distancing between clients and counsellors
3. Air Filtration - Leaving a window open or having an air purifier in the offices
4. Mandatory use of hand sanitizer before sessions for clients and counsellors
5. Mandatory use of masks for counsellors and clients if social distancing is not possible
(EC provides masks if clients do not have one)
6. Disinfecting the client's space before and after each client

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7. If the clients or counsellors are showing symptoms of illness, the in-person sessions will be canceled - clients are exempt from cancelation fees
8. If a client or counsellor is showing serious symptoms of illness, the session will be terminated immediately
9. Temporary pause of sand-tray and play therapy services during phases 2 and 3
10. Deep clean of the office at the end of each day

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Step 4: Develop communication plans and training

- This document is communicated, mandated and enforced with all associates.
- This safety plan will also be published on our website.

Step 5: Monitor your workplace and update your plans as necessary

- This safety plan will be monitored on a weekly basis to ensure that no additional improvements would be needed.
- All associates will be asked for their feedback on improving any of our policies that would improve our safety.
- Any changes recommended will be updated and republished on our website.

Step 6: Assess and address risks from resuming operations

To the best of our knowledge, we are not aware of any risks of resuming operations.