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**Dialogue and Space**

**Health and safety policy for room bookers during**

**Covid-19 pandemic**

This policy has been written with reference to government guidance to maximise safe use of the building for room bookers and clients.

Given the track and trace system that has now been implented by the Scottish governmnet please reember to discuss the parameters of confidentaility with your clients.

If anyone who has been using the building contracts covid (clients or therapists) it is our expectation that this information will be communicated to all clients.

Room bookers should ensure that they or their clients do not come to Dialogue and Space if they:

* have been advised to shield because they or someone they live with is in a high risk health group
* have any symptoms of Covid-19
* have come into recent contact with anyone who has symptoms of Covid-19

Room bookers must communicate all aspects of the D&S health and safety policy to their client’s prior to a face to face meeting and must commit to the adherence of this policy themselves.

**Guidelines**

* Ensure that clients arrive at the time of their appointment. If someone else is at the front door they must wait until this person has entered the building and not enter the premises until invited by you.
* When a client enters the building please ensure that all the doors are opened so that clients do not need to touch door handles etc in the public areas en- route to the therapy room.
* On entry clients must remove gloves (if worn) and sanitise their hands (hand sanitiser supplied at the top of the stairs and at various other points throughout the building)
* Ensure physical distancing in and out of the therapy room. Current guidance is 2 meters.
* Please ask your clients to bring their own cup for water.
* Smalll individual packets of tissues will be provided for each client.
* Leave a minimum of 10 minutes between appointments.
* After each appointment, air and clean the room with the cleaning items supplied (fans are available in each room should you wish to use once your client has vacated).
* If you use anything in the kitchen, please clean after use with the cleaning materials and blue disposable kitchen roll provided (no clients in the kitchen or roof space).
* If you or your client go to the toilet, please wipe down door handles/surfaces etc after use. See toilet checklist.
* Soft furnishings (blankets and cushions) in the room are not to be used as current research shows that the virus can remain active in these items.
* Art materials etc are not be used at this time.
* The EGI library is not in use at this time.
* If your client goes abroad we ask that you see them for two weeks on line following their return to the UK prior to resuming face to face work.

Dialogue and Space agrees to:

* Deep clean the building each week.
* Wipe down surfaces in the kitchen/toliets regularly and door handles etc.
* Provide cleaning supplies and hand sanitsier.
* Update this policy in line with government guidance.
* Display safety information and guidance in key locations.

**Booking agreement:**

I acknowledge receipt of the Dialogue and Space Covid-19 health and safety policy. I have read and understood them and will commit to observing signs and following the procedures, when using the building. I also accept responsibility for communicating the relevant information to my clients and ensure they observe signs and follow the procedures.

I am aware, despite all the health and saftey measures that have been put in place, that I may still be at risk of contracting covid 19.

Signed (room booker)…………………………………………………………………….

Date……………………………………………………………………………………………..