

### **COVID Protocol**

**Client safety is taken seriously. Please read this carefully, to understand my procedure for avoidance of infection transfer.**

Please arrive wearing a mask/face covering.

Please remain in your car until I invite you in.

Only you (the client) can enter the house.

If you choose to, you can bring a small blanket enclosed in a bag for warmth for your hypnosis session.

Please bring your own pen for signatures.

Please bring your own bottle of drinking water if required.

Toilet facilities will only be available in an emergency.

**On arrival, I will ask you to use the hand sanitiser provided and to read and sign the following:**

I, the client confirm that at this time:

- Neither I nor any member of my household has a temperature, a cough or other symptoms of Covid 19
- I am not aware of having been in contact within the past 14 days with any person who has shown symptoms or tested positive for Covid 19
- I have not been contacted by the NHS Trace and Track team
- I am not in quarantine

I will be greeting you in a face mask. We can remove masks in the therapy room where we will be distanced, if you are happy with that.

I am only seeing a maximum of two clients a day. The furniture that you will be using in my therapy room is sanitised after each client. Other cleaning procedures will be thoroughly carried out.

Please also read my Risk Assessment

THE HYPNOTHERAPY STUDIO, 21 BISHOPSFIELD, CRICKLADE SN6 6BS

TYPE OF BUSINESS: HYPNOTHERAPY

INSURANCE POLICY:

OWNER: SARAH SOLLUM

RISK ASSESSOR: SARAH SOLLUM

DATE ASSESSED: 1/8/2020

REVIEW DATE: CONTINUOUS ACCORDING TO GOVERNMENTAL ADVICE

POTENTIAL HAZARD	WHO MIGHT BE AFFECTED	EXISTING MEASURES	ADDITIONAL CONTROL MEASURES	ACTIONED BY	COMPLETION DATE
Face to face appointments	Therapist and client	Client appointments online where possible	If online appointments not possible, a 2m distance will be kept between client and therapist during sessions on the premises.	Therapist will advise client in advance by sending our updated COVID practice advice	From first day of resuming physical appointments
Droplet transfer as a result of talking in face to face sessions	Therapist and client	Between March 2020 and now all sessions have been via Zoom	<ul style="list-style-type: none"><li>• Facemasks for therapist and client</li><li>• 2m distance between client and therapist</li><li>• Open windows/ventilation</li></ul>	Client and therapist	As above
Greetings between therapist and client by handshake	Therapist and client		Greetings will be verbal only and not involve physical contact	Therapist. Client will be advised in advance.	As above

POTENTIAL HAZARD	WHO MIGHT BE AFFECTED	EXISTING MEASURES	ADDITIONAL CONTROL MEASURES	ACTIONED BY	COMPLETION DATE
Contaminated surfaces of therapy chair	Client	Couch has now been replaced with reclining chair for hygiene reasons and pillow not needed	<ul style="list-style-type: none"> <li>no soft furnishings for client use</li> <li>Steam cleaner</li> <li>Leatherette reclining chair can be sponged after each client with fabric disinfectant</li> <li>Hand sanitiser provided in therapy room</li> </ul>	Therapist	As above
Accident or emergency	Client		<ul style="list-style-type: none"> <li>PPE including gloves, mask and glasses should client need assistance</li> </ul>	Therapist	As above
Use of toilet facility	Client	Washroom disinfected every night if used, with a clean towel and new bar of soap provided	<ul style="list-style-type: none"> <li>Facility will only be offered in an emergency</li> <li>Client to be advised by COVID email</li> <li>Single use towel</li> </ul>	Therapist	As above
Handing out of CDs and paper terms and conditions	Client	Paper forms and are stocked in envelopes for a number of days before use. No recent touch by therapist other than hand over.	<ul style="list-style-type: none"> <li>Use email of terms and conditions, consent forms</li> <li>Continue to send MP3 tracks by email</li> <li>Use of hand sanitiser before items are passed if</li> </ul>	Therapist	As above

POTENTIAL HAZARD	WHO MIGHT BE AFFECTED	EXISTING MEASURES	ADDITIONAL CONTROL MEASURES	ACTIONED BY	COMPLETION DATE
Talking to client during hypnosis	Client	Therapist already sits at a suitable distance to give client physical space	<ul style="list-style-type: none"> <li>Wearing a face mask</li> <li>Sitting at least 2m away from client</li> <li>Facing away from client as they already have their eyes closed so does not impact practise</li> </ul>	Therapist	As above
Client using front door and walking through house to arrive and exit sessions	Client and therapist	Therapist invites client to enter house	<ul style="list-style-type: none"> <li>Therapist and client both to wear masks for client's admission to premises. Therapist to step well back as client enters</li> <li>Hand sanitiser offered on entry</li> </ul>	Therapist and client	As above
Payment	Therapist	Payment can be made by BACs transfer, cash or by card.	<ul style="list-style-type: none"> <li>Cash will be placed by the client into a file box and left for 4/5 days before being handled.</li> <li>No change will be given</li> <li>Card machine keypad will be cleaned with anti bacterial wipe after use. Minimum of 4 hours between each use.</li> </ul>	Therapist and client	As above
Couples sessions or minor accompanied sessions	Clients and therapist	Enough room to maintain over 2 mtr distance between therapist and two clients	<ul style="list-style-type: none"> <li>Online sessions will be encouraged</li> <li>Sessions can be held in therapy room</li> <li>A minimum distance of 2m will be maintained</li> </ul>	Therapist	As above

POTENTIAL HAZARD	WHO MIGHT BE AFFECTED	EXISTING MEASURES	ADDITIONAL CONTROL MEASURES	ACTIONED BY	COMPLETION DATE
Provision of drinking water	Client and therapist	Water is offered to client	<ul style="list-style-type: none"> <li>No drinking water or refreshments will be provided</li> <li>Clients will be advised to bring own water in COVID measures email</li> </ul>	Therapist and client	As above
Ringing doorbell	Client	Can be avoided	<ul style="list-style-type: none"> <li>Client will be asked to remain in car until door is opened and client invited in</li> </ul>	Therapist and client	As above
Use of footstool	Client		<ul style="list-style-type: none"> <li>Clients will be advised to remove shoes</li> <li>Footstool will be cleaned with disinfectant wipe after each client</li> </ul>	Therapist and client	As above
Use of blanket covering during hypnosis	Client	Blanket normally available to cover client during hypnosis.	<ul style="list-style-type: none"> <li>No blanket provided. Client may, if desired, bring a small blanket in a bag and put it over him/herself so therapist can maintain distance</li> </ul>	Therapist and client	As above
Clients may arrive feeling unwell but not advise therapist	Therapist	Clients are asked not to attend if they or others in their household have any symptoms of illness	<ul style="list-style-type: none"> <li>Client will sign a declaration on arrival at each session</li> <li>Clients will be advised of this in the COVID measures email</li> </ul>	Therapist and client	As above

POTENTIAL HAZARD	WHO MIGHT BE AFFECTED	EXISTING MEASURES	ADDITIONAL CONTROL MEASURES	ACTIONED BY	COMPLETION DATE
Contamination to members of therapist's household	Therapist and family	<p>Washroom is disinfected if it has been used by clients during the day. Rarely used by family members Separate towels</p> <p>Therapy room is used only for therapy</p>	<ul style="list-style-type: none"> <li>Therapy room will be closed off to household members while measures are in place.</li> </ul>	Therapist	As above
Therapist presenting to groups on other premises	Therapist and group members	Therapist already maintains physical distance by sitting at front of room.	<ul style="list-style-type: none"> <li>Not attending group events or giving talks until guidance changes</li> <li>Maintain necessary distance and following venue COVID measures</li> <li>Mask will be worn</li> </ul>	Therapist	As above