



## Office Safety Precautions in Effect During the Pandemic:

My office is taking the following precautions to protect our clients and help slow the spread of the coronavirus. Precautions will be revised should additional information or recommendations from the College of Social Workers and Social Service Workers, or the Provincial or Federal Governments, become available.

---

- Clients are welcome to wear masks upon entering the building or during sessions. I will wear a mask if it increases your level of comfort.
- All staff and clients will maintain safe distancing.
- Restroom soap dispensers are maintained, and everyone is encouraged to wash their hands. Please use the disinfectant to clean the restroom after each use.
- Hand sanitizer that contains at least 60% alcohol is available at each entrance, and in each room.
- We have scheduled appointments at specific intervals to avoid clients arriving or leaving sessions at the same time.
- We ask all clients to wait in their cars or outside until contacted. There is a front and a back entrance and you may use either one. Please make sure we have your cell phone number prior to your appointment.
- Payment will remain online only (e-transfer or credit card).
- Physical contact is not permitted.
- Individual plastic bags will be provided for garbage.
- Please bring your own water or other beverage as these cannot be provided.
- Individual tissue packs will be provided. You may bring your own tissues if you prefer.

- Sessions will begin on the half hour with a 5-10-minute gap to allow for disinfecting surfaces between clients.
- A HEPA Air Purifier System will be running throughout the day to increase air quality and remove particles in the air.