

OFFICE PROCEDURES FOR KEEPING OUR ENVIRONMENT CLEAN & SAFE

The risk factor of transmission at busy workplaces is a direct function of two variables: the number of contacts (the number of people present at the same time) and the contact intensity. The type of contact i.e., close or distant and the length of contact, we will be practicing the required social distancing (2 metres) at all times. Clients will be spaced out by 15 minutes in order to ensure proper cleaning of common areas.

We are fortunate to be part of Phase 2 of BC's plan to reopen the economy amongst these unprecedented times. We will be controlling our number of contacts per hour by spacing out the time between clients. As a clinic we need to follow proper strategies to be able to help lessen the spread off COVID-19 by decreasing our contract intensity.

ENVIRONMENTAL MEASURES IN PLACE

Office spaces should be cleaned and disinfected in accordance with BCCDC's Environmental Cleaning and Disinfectants for clinic settings document. Available as a PDF [here](#).

This includes:

- Shared surfaces will be cleaned between every client, clients will only sit in leather furniture which allows for cleaning.
- There will be no shared items such as water glasses, pens, if debit machine is used it will be cleaned as used.
- Frequently-touched surfaces will be cleaned and disinfected after every client.
 - These include door handles, light switches, telephones in the adult counseling rooms.
 - All items touched (toys) in the Playroom (221) will be disinfected after every client.
 - Clients in this room will be spaced out by 30 minutes to allows proper time for cleaning.
 - Each counsellor will record their cleaning in a log provided in your room.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- Last counsellor leaving the room for the day is to empty garage containers **daily**.
- Disinfect light switch and door knobs on your way out.

Counsellors

Using spray and cloth to wipe down all surfaces that clients have come into contact with. This needs to be completed between each client. It is advised to spray the cloth and wipe all surfaces and then spray all surfaces. Leave on the surface for 3-4 minutes before wiping residual spray off.

The entire counselling practice will be thoroughly cleaned and disinfected once a week by cleaning staff. They will follow the guidelines as set out by BCCDC's Environmental Cleaning document.

The Building managers Ocean Park Enterprises Ltd. have confirmed all common areas of the building will be cleaned and disinfected twice a day. These areas are public washrooms, stairwells, elevators and doors.