



# COVID-19 Operational Plan for Dianne Birt Counselling and Wellness

This outlines the general COVID-19 specific policies and procedures that are in place to operate under the updated Public Health Order issued May 1, 2020.

Name of Business: Dianne Birt Counselling and Wellness

Civic Address: 44 Grafton Street

Owner/Manager Name: \_\_\_\_\_ Dianne Birt Signature: \_\_\_\_\_

Phone: 902-394-5826 Email: dianne@dbcounsellingpei.ca

Date: May 14<sup>th</sup>, 2020

## 1. Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	Colleagues sharing the building have individual offices
	Frequent handwashing
	Maintain 2 meters between colleagues in the building
Between clients	Signage on walls to remind clients who may encounter one another to keep 2 meters apart
	Fewer chairs in the waiting room so clients waiting are 2 meters apart
Between employees and clients	Masks are available for those who choose to wear one
	Maintain 2 meters between myself and client
	Continue with video and/or tele-counselling with some clients to minimize time spent in the building



### 3. Illness/Exclusion Policy

All business owners (staff) sharing the office building are required to:

- Monitor for symptoms and report to their colleagues if they have concerns about possible COVID exposure or possible symptoms.
- Any therapist/staff working in the building who develops symptoms of COVID-19 at work must immediately perform hand hygiene, report to other colleagues, avoid contact and leave as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

*Symptoms of COVID-19 include:*

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

### 4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

Hand washing signs, hand sanitizer

<b>Cleaning product</b>	Medical grade wipes, Lysol wipes, cleaner with hydrogen peroxide
<b>Mixing instructions</b>	
<b>Disinfecting product</b>	Hydrogen peroxide, alcohol 60-70%
<b>Mixing instructions</b>	

<b>Cleaning – Location</b>	<b>Frequency</b>	<b>Disinfecting - Location</b>	<b>Frequency</b>
Ex. chairs, door knobs, taps	at closing	e.g. – POS terminal	after each use
Surfaces (desks, chairs, taps, toilet handle, door knobs, hand rails) wiped after each use as much as possible. Floors cleaned once per week by hired cleaner.	Several times per day, aim for after each use if possible	n/a	n/a

## 5. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Washing Stations	Location
Staff	Hand washing signs, hand sanitizer Everyone entering the building must wash their hands
Public	Everyone entering the building must wash their hands Hand washing signs, hand sanitizer
Hand Sanitizer Stations	Location
Staff	Offices, entrance, waiting room
Public	At entry, waiting room, offices

**Note:** This template has been developed as a guide to help businesses develop a COVID-19 specific operational plan as required under the Public Health Order issued on May 1, 2020. It encompasses the criteria that must be part of the required plan. This template may be adopted by many simple businesses, but is not intended to fit all operations. Industries and associations are encouraged and expected to develop plans relevant to their industry. Those may be submitted to [envhealth@ihis.org](mailto:envhealth@ihis.org) for review. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.