

COVID SAFE WORKPLACE PLAN – UPDATED August 2022

In relation to appointment at my office, please note the following details:

Since the development of COVID-19 **it is very important that you do not attend your appointment if you are:**

- **FEELING UNWELL IN ANY WAY, or**
- **if you have been in contact with someone who has tested positive for covid-19, or**
- **if you or someone you have been in contact with is awaiting test results for covid-19, or**
- **if you or someone you have been in contact with has recently returned from overseas or from a local or interstate hot spot and is not fully vaccinated.**

You will not be charged for cancelling your appointment if you are unwell or if you are caring for someone else who is unwell, such as a child. However, you will be able to request a Zoom or phone appointment at short notice if this could work for you instead.

Shared surfaces in my office space are cleaned with hospital grade disinfectant between each client. Hand sanitiser is provided for you in the waiting room, my office and counselling room. Please disinfect your hands when you arrive in the waiting area. Social distancing will be maintained in all parts of the office so please ensure you remain 1.5 metres from others.

Air filtration:

As part of our COVID safe workplace plan we have purchased a number of high quality air purifiers with hospital grade HEPA air filtration. Air cleaning and filtration can help to reduce airborne transmission of contaminants including particles containing viruses and bacteria. It is our hope that this measure, in addition to the other strategies in our COVID safe workplace plan, will create a safer environment for all who come to our offices.

Vaccination status:

It has been a difficult and complex process for those of us in private practice to decide on the best course of action for those clients who have chosen to not vaccinate against the virus. I have sought advice from several sources and have been informed that I have a responsibility to provide a safe workplace environment for workers and clients who come here. I have also been advised that because I share this office with a music teacher, this building has been designated as a music venue which requires compulsory vaccination for all who come to the building, including the waiting room area.

As a result, I will no longer see unvaccinated clients in person in my office. Proof of vaccination status may be required on arrival at the office. I respect the right of each person to make their own decisions in this regard and I am committed to continuing to see these clients via Telehealth for Zoom or phone appointments. Please let me know if this applies to you.

As a health professional I am fully vaccinated and will continue to receive boosters at the appropriate time. All other workers and contractors in this office are also required to be fully vaccinated.

Please let me know if you have any questions.

Kind regards

Jenny