

Requirements for One-to-one, and Counselling Services when using WFCRC Meeting Room Facilities



We ask that all individuals and groups using our rooms be familiar with *WFCRC Covid – 19 Response Plan* (developed from NSAI and HSE guidelines for public health) in particular the signs and symptoms of Covid-19, and contact tracing, social distancing, and cleaning protocols.

Keep points of contact with staff to a minimum - When you first arrive we can show you down to the meeting room, but we will need those joining you to use the shared corridor to access the room, rather than coming through the office. The shared kitchen and toilet facilities will no longer be available to outside guests.

We ask that visitors bring **minimal personal belongings** into the building as they can act as points of contamination.

Shared supplies can no longer be offered to visitors, i.e. tissues, writing utensils, etc. Please ask participants to bring their own or provide individual supplies.

Upon entering the meeting room **everyone must sanitise their hands**, with either their own sanitiser or the sanitiser provided.

While we have put every measure in place to ensure the safety and wellbeing of our staff, volunteers, and guests, there are some features of our building that are not ideal in terms of recommendations for outside ventilation. To mitigate risk, we have purchased an air purifier with HEPA filter that can aid in reducing airborne contaminants in enclosed spaces, but **by itself it is not enough to protect people from Covid-19**. It is imperative that all room users abide by the **social distancing guidelines of two metres at all times, wear a face covering**, and practice good hand hygiene and cough etiquette.

Physical distancing This is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses. To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands



Remember to immediately wash or sanitise your hands after blowing your nose, coughing or sneezing.

The meeting room will be cleaned prior to your arrival. Frequently touched areas and the meeting room table must be **cleaned thoroughly between each visit and when you are finished for the day**. Cleaning supplies can be provided.

Prior to coming to office both **visitors and group facilitators must complete the Visitor Covid-19 Questionnaire** as a part of health check and contact tracing and logging requirements.

For people who develop symptoms (External Visitors)

- Contact a member of staff/Coordinator immediately if you or another visitor becomes unwell.
- The unwell person should be given a medical grade mask from the *Covid-19 Isolation Kit* and will be moved to the isolation room (Small meeting room in the back).
- Advice should be given to person with symptoms to cover mouth or nose with tissues when coughing or sneezing and dispose of same in waste bag provided (In the *Covid-19 Isolation Kit*).
- Lead worker/Coordinator will assess whether the unwell person can be immediately directed to go home, call their Doctor, and continue self-isolation at home.
- If unable to make own way home, Lead worker/Coordinator can assist in arranging transport home or to hospital for assessment.
- Public transport must not be used.

While we are currently resuming face-to-face services, the situation is under constant assessment and if it is at any point deemed unsafe to continue face-to-face working, we will close the Centre to outside visitors until the threat to public health has passed.

Please, if you or anyone else has any flu-like/Covid - 19 symptoms or has been in contact with someone who has experienced the same, we ask that you do not attend the session.