



Brave Your Day

COVID Guidance for Face-to-face coaching or counselling sessions

From 20/08/20 Brave Your Day will be offering face-to-face coaching and counselling sessions at the [Southside Counselling and Therapy Centre](#) (SSCTC) rooms in Glasgow-1, Clarkston Road, Cathcart, G44 4EF and 3, Carment Drive, Shawlands, G41 3PP.

In order to adhere to COVID public health guidance and our own professional organisations, British Association of Counselling and Psychotherapy and the International Coach Federation, we ask you read and follow our new Guidelines for face-to-face sessions.

We assume that all clients wishing to meet Brave Your Day face-to-face will take responsibility for their own practice and will abide by the guidelines.

Symptoms

Please do not come into the centres if you have any symptoms of Covid-19: a high temperature, a new, continuous cough and/or a loss or change to your sense of smell or taste. Let **Charley** at **Brave Your Day** know if you develop any of the above symptoms within 7 days of being at the centre.

Email: charley@braveyourday.com

Mobile: 07540 345 416

Screening

It has been recommended that Brave Your Day screen clients before they come to the centres, probably both existing and new, either by email or phone, asking about any symptoms, contact with Covid-19 or anyone who may have it, and, particularly as travel restrictions open up, it's worth asking clients and potential clients about recent travel. We will advise you to stay away from the centres if you have any symptoms and sessions can be resumed by Zoom, Skype or telephone.

Track and trace

There will be a signing-in sheet in each kitchen for therapists so that SSCTC know who has been in the centres, and when, should there be a need for anyone to track and trace. The centres do not need any clients to sign in. If the need for track and trace arises, there is an assumption Brave Your Day would have relevant contact information, if required. We will therefore be amending our contracts with clients to include information about confidentiality and consent in relation to track and trace.

Cleaning at the centres

Rigorous cleaning and airing the rooms will continue at both SSCTC. Brave Your Day will carry out basic cleaning between clients and when we leave a room, such as wiping door handles, light switches, buzzer and other hard surfaces that we have touched, and airing the room. If weather permits it is advisable to have a window open during the session. We will remove our rubbish from the room. We will put it in a bag ourselves and put it in the bin in the kitchen. There will be the appropriate cleaning materials in each room. If we notice any running low, we will let the SSCTC know.

Hygiene

Please wash your hands or use the hand gel on entering the centre. There will be a supply of paper towels, soap, wipes, antibacterial gel. **We would suggest you bring your own hot or cold drink.**

It is worth considering other details such as not sharing a pen when you are filling out any paperwork.

Social distancing

The centres have rearranged the seating in rooms so that we can all maintain a 2-metre distance from each other. They have arranged them where possible so that a window can be opened between the chairs.

Client appointments

We have ensured enough time between our clients so that clients do not have to wait in the hallway prior to being seen. **It is really important that there are not lots of people passing each other on the stairs or in corridors and doorways.**

Therefore, **please be on time** for your appointments as there will not currently be any waiting space at the centres so they should arrive just a couple of minutes before their session is due to start.

Brave Your Day will ensure they are available to let you in and out and to ensure that the coast is clear for them.

Shared surfaces (e.g. door handles) are likely to be higher risk surfaces as are touch-based security devices such as the intercom. Please take care with these and we will keep as clean as possible.

Staggered start times

The centres are aware that where people's sessions either start at the same time or overlap at some point, there could be potential clashes when therapists or their clients arrive or depart. Where we this has been identified, the centres have suggested alternative times and thank everyone who has agreed to those changes.

Further Lockdowns and Spikes

Given it is highly likely that we will continue to see localised lockdowns such as we have seen in Aberdeen.

It is worth adding to our screening process a question to all clients about whether someone has visited these areas in the last 14 days.

Insurance

We can confirm our Market insurer includes seeing clients face-to-face.

Payment

Any scheduled appointments that are not cancelled or postponed with 24 hours notice will incur a £12 room rental fee along with consideration of payment in full.

Soft Furnishings & Clients' Clothing

For Counsellors/coaches, we agree to hang clients' coats on the coat hooks on the door and then wipe clean the hook and door when you leave. In future, you might want to consider coverings for the chairs. At the moment, the centre suggests we ask you to bring a towel or throw with you to cover the chair.

Self-Care

The past few months have been quite a stressful time and returning to face-to-face sessions may bring its own stress and anxiety. We would encourage people using the centres during this time to take things slowly. Having worked through these guidelines we are aware that the additional hygiene requirements add an extra layer to our work, so it is worth factoring in some time to go through all of the health and safety steps in order to support your own well-being and that of your client.

Reviewing guidelines

Please let us know if you have any comments about these guidelines. We will be reviewing them on an ongoing basis. There are bound to be things that come up as we go.

Thank you for your continued support

Bravest wishes

Charley & Colin Gavigan
Brave Your Day Co-Founders