

Fraser Developmental Clinic

Office Safety Procedures for the safety of our Professionals

And our families

- All services that can be appropriately provided by telehealth (by phone and/or video, e.g., Zoom) will continue to be provided by telehealth. When in-person sessions are required, these will be kept to the minimum necessary. For child appointments, only one parent to accompany.
- Clients will be telephoned the day before their appointment and a health-check confirmed with our administrators.
- Clients will sign a detailed protocol agreeing to participate in safety precautions regarding reducing exposure to covid 19. (see attached).
- Upon arrival for each day of appointments, guardians/responsible adults will be asked to self-check for themselves and the child/client and asked to sign their acknowledgement. (see attached). Any children or guardians who are not symptom free, will be sent home immediately.
- All staff will conduct a coronavirus self-check (<https://bc.thrive.health/covid19/en>) and come to work only if they are symptom free.
- Client appointments will be booked 3 to 5 weeks in advance, to allow for easy re-scheduling if either clients or professionals need to cancel.
- We ask all clients to arrive at their appointment time no more than 5 minutes before or 10 minutes after their appointment time. If early or late, they will call to be told when to arrive.
- Professionals will remind clients to use sanitizer upon entering the office and, if appropriate, once seated in the testing room.
- Professionals will use sanitizer before greeting clients and moving them to the testing room. They will use sanitizer throughout the session, as seems appropriate.
- The waiting room will have very limited seating and no children's toys or books will be available. Parents who are not attending the testing session will be asked to wait outside the office if at all possible.
- Appointments will be scheduled to minimize the chance of contact between clients.
- Appointments will be scheduled to allow sufficient cleaning and sanitizing time between appointments for the office, materials, and clinician.
- All materials that are touched will be thoroughly sanitized by clinicians after each use (e.g., pencils, test materials, toys). Appropriate receptacles for collection, storage, and drying will be provided.
- Seating in testing/therapy rooms has been arranged for appropriate physical distancing and/or plexi-glass barriers are used.
- If physical distancing or barriers cannot be used, professionals will wear appropriate personal protective equipment, such as a face shield.
- Professionals may bring an extra set of clothes and change between clients or before returning home if necessary/desired.

- Staff will maintain safe distancing and parents are asked to encourage their children to do so.
- Restroom soap dispensers are regularly maintained, and everyone is encouraged to wash their hands. The kitchen sink is also available for Professionals.
- Hand sanitizer that contains at least 70% alcohol is available at the entrance to the office and in each testing/therapy room.
- Payments will be collected online (e-transfers) whenever possible. When office payment is necessary, an envelope in which to place cash will be provided.
- Physical contact is not permitted except for medical evaluation and following appropriate precautions or when a child's physical safety is at risk.
- Tissues and trash bins are easily accessed and disposed of daily, or more frequently if required.
- Testing/therapy rooms must be disinfected after each use and common areas are thoroughly disinfected at the end of each day.
- Clients are requested to use sanitizer as they leave the office.