

## Guidelines for Covid-19 related Health and Safety Policy.

Note: this document follows the Government Guidelines on:

- COVID-19: infection prevention and control (IPC)
- Healthcare workers, carers and care settings during coronavirus
- New Recommendations for primary and community health care providers in England
- Government guidance for re-opening multi use community facilities
- HSE government guidelines for risk assessments. Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

It is based on HCPC and BAMT guidance for Music Therapists working alongside COVID-19. This document will be amended to reflect and follow the constantly changing situation.

### Music therapy sessions at the Byre.

#### The Centre:

Access to the Byre must only be from the rear car park at Wath Court.

Before entering the Centre, clients and staff will need to walk through a communal hall. While still ensuring fire regulations and safety considerations are adhered to, the communal door and the entrance door of the Centre will be left open to avoid touching surfaces, at the beginning and end of sessions when clients and staff are arriving and leaving.

Clients and Staff will find hand sanitizer at the entrance of the Centre. Staff will be requested to sign in and to sanitise the pen they signed in with. Clients will be signed in by one of the Staff members.

The toilet facilities are located in the hall. They will be sanitised at the beginning and at the end of each session. Antibacterial gel, soap and disposable tissues will be available. In order to ensure that the toilets are used only by NYMTC staff and clients the toilets will be kept locked and staff will unlock them when they are needed for use. This enables all possible users to be traced and prevents unknown contamination. The Staff and Clients are advised to wash their hands for at least 20 seconds upon arrival to venue/session. (Hand sanitiser is also available at entrance and in the therapy room).

In the entrance of the office space, in the therapeutical room, in the toilet, signs will put up to:

- *remind people to maintain social distancing*
- *remind people to wash their hands*
- *remind people to sanitise their hands*
- *remind people about the "Catch it, Bin it, Kill it" guidance*

In the entrance of the office space, in the therapeutic room, in the toilet additional bins will be provided.

In the Centre there are five different spaces:

1. Office space
2. Reception
3. Therapy room
4. Staff kitchen and toilet
5. Meeting room - first floor

1. In the office space, there are four different desks for Staff use only. Clients and the general public will not be allowed in this area. Desks will be sanitised at the beginning/end of each working day.

2. The reception space will be used for a maximum of 2 people. Any textile furniture will be removed and will be replaced with two washable chairs.

3. The therapy room will be sanitised before and after each individual or group session.

The room is able to welcome small groups following the 2 metres social distancing rules. The room is able to welcome between 10 to 12 people.

Equipment, instruments, materials will not be shared where possible by either staff or clients.

Following the BAMT recommendations, blowing instruments will be strongly avoided.

4. Staff kitchen The kitchen and adjacent toilet are for staff use only. Clients are not permitted to enter the office or kitchen area.

No drinks and food will be offered to clients or other visitors. Staff will be advised to follow the government guidelines in cleaning and sanitising the kitchen facility.

5. At the moment, the meeting room at the first floor will not be used by staff nor clients.

### **COVID -19 Safety procedures for staff and clients**

Clients and staff will be asked to answer to a Health Information Questionnaire which will provide a record of health and will be used in assessing clients' and staff's suitability to attend or to run sessions. These records will be stored with the NYMTC GDPR policy for a maximum of 1 year.

Staff and clients will be made aware of the new safety procedures to ensure:

- All clients will be briefed on the new safety procedures; they will be made aware of the designed hand washing stations; reminded of social distancing whenever possible and reminded of the "Catch it, Bin it, Kill it" guidance.

In case of Vulnerable clients/ clients with pre-existing health conditions, it is recommended that staff, carers and clients must follow medical advice. An individual risk assessment will be carried out in

consultation with the Clients or Carers/Parents and other relevant parties. This will be reviewed on a regular basis.

### **Personal Protective Equipment (PPE)**

Staff, Clients and Carers will make use of the appropriate PPE.

Following the Government Guidelines:

1. Children of 11 years and under will not be asked to wear any PPE.
2. Whenever appropriate for health reasons, Clients and Carers can be exempted to wear PPE, subject to confirmation of health needs from their medical advisor and by prior discussion and agreement with the Director of Therapy. Otherwise face masks will be worn in all therapy sessions.

### **Staff and Clients displaying sign of COVID-19 before or while in session.**

Staff and clients/ carers are not permitted to attend if they know they have come in contact with someone with virus symptoms or have experienced symptoms themselves.

Staff who have assisted symptoms will follow the relative risk assessment given by the Charity following the government guideline.

### **Music Therapy - Lone Work**

NYMTC Music Therapists will follow the Charity Safeguarding Policy. Risk assessments will be run by the Director for each site where music therapy sessions will be delivered.

In case of face to face sessions in an external organisation, the Charity and the freelance therapist will receive a copy of the organisation's risk assessment and Safeguarding Policy.

The therapist will adhere to the organisation safeguarding policy. If there are discrepancies between the Charity and the external organisation's policy, further steps will be taken to clarify the process for reporting safeguarding concerns.

The organisation must provide a space where the therapist can work at a safe distance from the client(s). Adequate ventilation should be considered too.

Whenever possible, the therapist should contact the organisation on the day of the session to check whether the clients are well and if any members of staff or their household are not displaying symptoms of COVID-19.

PPE will be provided by the Charity in line with the Charity and the Organisation safeguarding policy.

*LF. 11<sup>th</sup> September 2020.*