

<b>STRUBENS VALLEY THERAPY CENTRE</b>		
3 Zuka str STRUBENSVALLEY 1735		
<a href="http://www.therapycentre.co.za">www.therapycentre.co.za</a>		
Phone: (011) 475-1449	e –mail :therapy@internext.co.za	
<b>Occupational therapy</b>	<b>Psychology</b>	<b>Speech therapy</b>

Strubens Valley Therapy Centre (SVTC)	
<b>Policy, procedure and guideline:</b>	Title: Enter and Exit policy
<b>Effective date:</b>	11 May 2020
<b>Revision date:</b>	

<b>Policy:</b>	Enter and Exit policy
<b>Procedure and guidelines:</b>	

**Definitions:**

To alleviate the risk of gathering in common areas the following precautions will be taken;

- Seating in the outside area will be arranged to accommodate social distancing. This will be enforced with necessary signage
- Seating in the inside area will be reserved for parents at the discretion of the therapist. Social distancing will apply. This will be enforced with necessary signage.
- The common play areas (jungle gym outside and children’s waiting table inside) will be blocked off prohibiting access.
- Only one person will be permitted to use the common area kitchen at a time, this will be enforced with necessary signage
- Family members accompanying clients to therapy will be discouraged.

The following additions and alterations will be made to the SVTC to ensure that we are incorporating necessary healthy and safety regulations;

- Sanitizers will be stationed at the entrance and exit of the building
- Sanitizers will be made available in every room in the centre
- Front gate will be kept locked so that only clients and parents who have been screened and recorded may enter the facility
- Each therapist will be allocated their own therapy space
- Therapy materials will be used once and sterilized at the end of the session/day after use
- All common utensils and crockery will be prohibited from being used

- Therapist register will be provided at the entrance of the SVTC to record therapist's entrance and exit activity and temperature
- Client register will be provided at the entrance of the SVTC to record client activity, temperature, appearance.
- Therapist will encourage social distancing in the reception area and attempt to limit the number of people in the reception area to a reasonable number. Necessary signage will be provided to enforced compliance to all procedures put into place
- Therapists will wear masks when they in the presence of other people.

All therapists and staff will adopt the following procedure when accessing the building;

- Sanitize hands at entrance before entering the facility
- Measure and record temperature as well as activity at the centre
- All therapist will take responsibility for keeping their individual therapy rooms sanitized between clients.
- Clients will be scheduled with intervals between to ensure there is adequate time to clean rooms between clients.

All therapists will adopt the following procedure when scheduling and executing a session with a client:

- Clients will be sent an electronic questionnaire incorporating a number of relevant questions to determine the risk to client and therapist on accessing the facility. If all answers clear the client for access, a session time will be scheduled. A message by digital medium will be sent to the client to confirm the appointment and that can be used as proof and permission for travelling.
- Therapists will allocate time slots to comply with a safe ratio of therapist and clients within the facility at the same time.
- Parents may request that clients be collected from the car upon their arrival.
- The client and accompanying adult's details and temperatures will be measured and recorded on the register provided at the entrance of the centre.
- The client's hands will be sanitized and sessions will commence.
- The clients hands will be sanitized at the end of the session and clients will be returned to the accompanying adult.
- Therapists will wear masks during a therapy session.
- Clients will be encouraged to wear a mask during therapy sessions.