



Infection Control Policy

Policy Statement

At the Wellness Counselling Centre, we are committed to maintaining a safe and healthy environment for our clients and staff. Infection control measures are essential to prevent the spread of infectious diseases. This policy outlines our commitment to infection control and the procedures to be followed to mitigate the risk of infection within our premises.

1. Purpose

This policy aims to establish guidelines and procedures for infection control within the counselling industry. These measures are implemented to safeguard the health and well-being of clients, staff, and visitors.

2. Scope

This policy applies to all staff members, volunteers, contractors, and clients of the Wellness Counselling Centre.

3. Responsibilities

- **Management:** Responsible for implementing and monitoring infection control measures, providing necessary resources, and ensuring compliance with this policy.
- **Staff:** Responsible for adhering to infection control procedures, maintaining cleanliness in their work areas, and reporting any concerns to management.
- **Clients:** Responsible for following any infection control guidelines the counselling organisation provides.

4. Infection Control Procedures:

4.1. Hand Hygiene:

- All staff, clients, and visitors must practice regular hand hygiene by washing hands with soap and water for at least 20 seconds or using alcohol-based hand sanitisers.
- Hand sanitisers should be readily available at various locations within the premises.

4.2. Cleaning and Disinfection:

- All frequently touched surfaces, such as doorknobs, countertops, and waiting area furniture, must be cleaned, and disinfected regularly.
- Use EPA-approved disinfectants for cleaning surfaces.
- Ensure adequate ventilation in indoor spaces.

4.3. Personal Protective Equipment (PPE):

Staff members should wear appropriate PPE, such as masks and gloves, when interacting with clients, particularly in situations where close contact is unavoidable.

Clients are encouraged to wear masks during counselling sessions, primarily if physical distancing cannot be maintained.

4.4. Physical Distancing:

- Maintain physical distancing of at least 1.8 metres between individuals whenever possible.
- Rearrange seating arrangements in waiting areas and counselling rooms to facilitate physical distancing.



4.5. Screening and Symptom Monitoring:

- Implement screening procedures to identify individuals experiencing symptoms of infectious diseases.
- Clients and staff should be encouraged to stay home if they feel unwell or are experiencing symptoms such as fever, cough, or shortness of breath.

4.6. Communication and Education:

- Display posters and signage throughout the premises to educate clients and staff about infection control measures and proper hygiene practices.
- Provide regular training sessions to staff on infection control protocols and updates.

5. Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or termination of services for clients.

6. Review and Revision

This policy will be reviewed annually and updated as necessary to reflect changes in best practices or regulations related to infection control.

7. Document Control

This policy will be maintained and made accessible to all staff members. Any revisions or updates will be documented and communicated to relevant stakeholders.

8. Approval

This policy has been approved by the Wellness Counselling Manager and is effective from February 2023.

9. Contact Information

Don't hesitate to contact the Wellness Counselling Centre's HR Team for any questions or concerns regarding this policy.

Signature:

[Name/Position]

[Date]