



## Information sheet - Use of GTB Premise during COVID-19

The information was collated by GTB in response to the ongoing impacts of COVID-19 and is effective as of Friday, 29 May 2020, until further notice.

To help support you in your work with clients we will be opening our premise to a broader range of external visitors.

This information is relevant for:

- Independent practitioners working with private clients, or students (including therapy & tutoring).
- Students working with clients.
- Students working with clients, while being supervised by GTB staff.
- All clients working at the premise.
- Students wanting to meet for study group (MAX. 6 people).
- Students wanting to use the GTB library.

GTB will supply wipes, sanitising hand gel, disinfectant spray, soap & paper hand towel.

It is expected that the following information is shared with everyone who intends to visit GTB.

### THE PROCESS

You must pre-book with Tina Schilg (via email or phone) prior to arriving at GTB at least 48 hours in advance, BUT no more than two weeks in advance.

Everyone who comes to GTB must sign a contact form upon arrival (the signed forms will be left in a contact form box at GTB). GTB will supply printed copies of this form at our premise for your use.

### THE AGREEMENT

We ask that you assist in sharing responsibility to ensure that:

- Everyone washes their hands upon entry.
- Everyone has confirmed they are WELL on day of the session – cancel if unwell!
- Everyone signs the contact form.
- Everyone maintains physical distancing 1.5 meters at all times (sorry, no hugs yet).
- Surfaces are wiped down after use (or sprayed if fabric).

Kitchen use:

- Maximum two persons in kitchen at any one time.
- Drinks only (no meal preparation).
- Load any dirty dishes into the dishwasher (do not hand wash).
- Wipe down contact surfaces e.g. kettle & benches.

Please do not use GTB for your zoom client work if it can be done elsewhere. We want to have the space available for therapy sessions and we also do not have the best internet at the moment.