

The Student Counselling & Student Mental Health Advice Service (SC&MHA Service) – face to face contact COVID-19 Protocol

1. SC&MHAS staff and students will be asked before the session to confirm they:
 - a. are not showing any symptoms of COVID-19 related ill health.
 - b. have not been in close contact with anyone showing COVID-19 symptoms.
 - c. have no reason to suspect that they might be a carrier of COVID-19.
 - d. Have been regularly testing as indicated by the Imperial testing policy:
<https://www.imperial.ac.uk/about/covid-19/testing-scheme/>
2. If a student has an underlying undisclosed health condition that previously meant (or could again mean) that they should be shielding (GOV.UK – guidance) advice should be sought from Imperial College’s Occupational Health team.
3. Private transport arrangements are recommended.
4. A map of the site you will be attending (Sherfield building, Bernard Sunley Hall or Hammersmith Hospital) will be provided. This will include entry points, one-way system, toilets and the location of the SC&MHA Service rooms is provided.
5. Please follow this on your arrival at the site, adhering to other social distancing signage/guidance as and where needed.
6. Both SC&MHAS staff and students must provide their own face masks. It is always mandatory to wear masks when moving around campus. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
7. Lift use is prioritised for people who are less able to use the stairs. Only one person at a time can use a lift.
8. When you arrive at the consulting room at the Sherfield Building, knock and wait for the SC&MHAS staff member to greet you. If you are attending Bernard Sunley Hall please buzz at the front door and the concierge will greet you.
9. If for some reason your named staff member is not present or contactable on the telephone number provided, please call the SC&MHAS reception office on 44 (0)20 7594 9637 for the Sherfield Building and Hammersmith Hospital, or 44 (0)20 75947157 for Bernard Sunley Hall. In case of Emergency contact Security on 44(0)207 594 6966.
10. All rooms will be set up to adhere to social distancing guidance including entry and exit points. Please ensure that you keep your chair within the designated space marked on the floor of the room during your session.
11. The office will have natural ventilation.

12. PPE (extra disposable masks/face visors/hand sanitiser/disinfectant spray/wipes) will be provided by the College and available in the rooms.
13. Staff member and student will be separated by a Perspex screen.
14. Staff member and students must provide their own pens/stationery and tissues.
15. Some assessment materials might need to be shared. It is the SC&MHA staff member's responsibility to disinfect these between use.
16. High frequency touch points such as tables, chairs and door handles will be disinfected by the staff member between sessions and at the end of the day.
17. Both the staff member and student reserve the right to not go ahead with the session if either shows signs of COVID-19 symptoms. If this happens the SC&MHA Service must be informed immediately, and it is recommended that they should travel home minimising contact with the general public. Your in-person appointment can be converted into a remote appointment in these circumstances at your request.
18. If, within 2 weeks of the session, it is confirmed that either the staff member or student tests positive for COVID-19 the SC&MHA Service must be informed and they will then activate the College contact tracing protocol. The Service may need to share your name and contact details with the NHS if you or the staff member has contracted the virus
19. Individual appointments will be scheduled with at least 20 minutes in between.

The Student Counselling & Mental Health Advice Service –In person session COVID-19 pre-session protocol agreement

To be completed and returned to counselling@imperial.ac.uk

The staff member will ask the student on the day of the session if there have been any changes before going ahead.

Session Date/Time:

Student's name/CID No:

Staff members name/Signature:

I have read and understand the protocol and agree with its guidance/rules.

Student signature: