

## ***COVID-19 In-person visit procedures***

### **Arrival:**

1. **Text your therapist or call the office from your car when you arrive**, and she will meet you at the front door. The door will be locked in between sessions, so please do not knock on the door, as it disturbs the sessions in progress.
2. Our waiting room is not in use, so please **do not bring any non-client companions or children** with you.
3. **Bring your own surgical or cloth mask with you.** We require all clients to wear a mask at all times while in the building. Masks should completely cover the mouth and nose and be of proper quality as recommended by the CDC. **Cloth masks should:** 1) fit snugly but comfortably against the side of the face. 2) be secured with ties or ear loops. 3) include 2 or more layers of fabric. 4) allow for breathing without restriction. 5) be made of a fabric or material that can be laundered and machine dried without damage or change to shape.

### **Here are examples of face coverings that are of improper quality and should not be worn into the office:**

- Bandanas, scarves, handkerchiefs or other cloths tied across the face
- Neck gaiters/neck wraps
- Knitted or crochet style masks or ski masks
- Any mask with an exhalation valve

4. When you enter the building, your therapist will ask you screening questions and take your temperature. If you are deemed to be at risk, you will be asked to reschedule your appointment. On line appointments will be available for everyone.

### **During your appointment:**

5. All office surfaces will be disinfected between client appointments using EPA approved disinfectants. Common areas will also be disinfected regularly. If you must use our restroom facilities during your visit, please notify your therapist so that adequate sanitizing can be completed afterward.
6. Use our hand sanitizing stations liberally and avoid touching your mask. Touch as few surfaces as possible, especially in common areas.
7. Please continue to maintain 6 feet distance from everyone during your visit.

***We will continue to do everything within our power to keep you and our staff safe as long as necessary.***