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Office Safety Precautions in Effect During the COVID-19 Pandemic

My office is taking the following precautions to protect my clients and help slow the spread of the coronavirus.

- I ask all clients to wait in their cars or outside until no earlier than 5 minutes before their appointment times.
- If you are accompanying a client to the office but are not participating in the session, I ask that you wait in your car until the end of the appointment. If the client is under the age of 12, I will text you when the session is over and walk them out to the front door into your care.
- I schedule appointments at specific intervals to minimize the number of people in the waiting room.
- All people who enter the building are required to be wearing a mask (unless a doctor recommended exception has been recommended). If you find that you have forgotten your mask, please remain outside of the building and call/text me. I have extra masks that I can provide for a fee of \$1.00 and will bring it down to you.
- Office seating in the waiting room and in therapy/testing rooms has been arranged for appropriate physical distancing. Physical contact is not permitted.
- Signs have been added to remind everyone of new boundaries and guidelines.
- We will maintain social distancing (6') within the office space.
- All clients associated with, my practice will be screened for symptoms of COVID-19 and asked to remove themselves from the building if they are known to pose a potentially elevated risk of contagion.
- All people entering the office and leaving the office will sanitize their hands using either:
 - Washing hands thoroughly with soap and water for at least 20 seconds in the restroom.
 - Rubbing hands for at least 20 seconds with hand sanitizer that contains at least 60% alcohol. Hand sanitizer will be made available in the waiting area and inside of the therapy office.
- Credit card pads, pens and other areas that are commonly touched are thoroughly sanitized after each use.
- Extra items in the waiting area (such as magazines) and office have been removed or labeled as off limits.
- Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- A HEPA air purifier has been added to the room and thought has been given to the air flow coming from the air conditioner to direct air flow away from all parties in the room.
- Common areas are thoroughly disinfected at the end of each day or more frequently if needed.

Please keep in mind that I only have control over my private office space and the waiting area in front of my door. This is a shared building occupied by other businesses and sharing some common space. I will be in communication with these businesses about best practice but it is ultimately their decision as to how to comply with state regulations regarding COVID-19.