

NEW COVID-19 PROTOCOL FOR CLIENT OFFICE VISITS

Health screening

1. If you or a member of your household have experienced any of these symptoms in the past 48 hrs, DO NOT come in to the office: fever, chills, cough, shortness of breath, difficulty breathing, muscle pain, headache, sore throat, loss of taste or smell.
2. In that event, you may request a telehealth appointment instead, or reschedule, and you will not be charged a late cancellation fee.
3. If you or a member of your household have tested positive for COVID-19, you must wait for at least 14 days, and be symptom free, before coming in to the office. And if you've been on an airplane, in a bar, or in an enclosed space with more than 12 people for longer than an hour, you must wait for at least 7 days.

Physical distancing

4. When you do come to the office, you will notice some changes: waiting room magazines have been removed, and some furniture has been moved or removed to comply with physical distancing recommendations. Please do not re-arrange anything.
5. I will coordinate my schedule with colleagues and stagger appointments to avoid having multiple clients in the waiting room. Please try to arrive just a few minutes before your scheduled session, so as not to run into others in the waiting room.
6. Please do not plan to have a friend or family member wait in the waiting room during your session. Instead, ask them to wait outside the building or in their car.

During your session

7. Please do wear a face mask or covering for your nose and mouth the entire time you are in the office. I will be wearing one, too.
8. Please do not bring water or other beverage with you into the office, since drinking it would require removal of your mask. If you suffer from dry mouth, try a lozenge.
9. In-office financial transactions for session fees and copays will be done via IvyPay, a mobile phone app that does not require you to share your credit or debit card, nor touch my phone. Checks can be mailed. No cash payments accepted.

Contact tracing

10. If you find out you have been exposed to the COVID-19 virus after you have had an in-office session, please notify me immediately, so that I can notify everyone else who used the office in the days before and after your visit of possible exposure. Your name and contact info will not be disclosed in this case.
11. In the event that I am contacted by a contact tracer from the County Health Department, I may be required to provide the names and contact info for all clients seen in the office during the specified timeframe. You will be informed if this occurs, but your privacy may not be guaranteed in this case.

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