

CLIENT HEALTH AND SAFETY PROTOCOLS:

The following protocols are put in place for clients in order to help prevent and contain the spread of infectious diseases, including COVID-19:

Beginning June 1st, clients will return to the office to attend -in person appointments.

- Clients are asked to arrive 10-15 min early to their appointment. Upon arrival clients and guests will check in at the front desk and will have their temperatures checked, after which, they are to pay copays and make appointments, etc. Any business needing to be done between the client and receptionist is to be done at check-in. **NO CLIENT IS TO RETURN TO THE RECEPTIONIST WINDOW AFTER HIS/HER APPOINTMENT, BUT WILL DIRECTLY EXIT THE OFFICE THROUGH THE EXIT DOOR (REAR EXIT DOOR).** They will then be asked to return to their car and to remain in their cars until their appointment time (unless their provider is available to take them directly into their office) Client should return to the lobby at the top of the hour, have a seat (observing social distancing of 6 feet) until the counselor/doctor calls the client.
- If a client brings a guest, they are to remain in their car or accompany them into the counselor's office for counseling at the appointment time. Guests will not be permitted to wait in the lobby during session.

Clients with fever or other contagious symptom(s), will be asked to leave and reschedule their appointment.

Clients are encouraged to wear a mask or face covering while in the office.

Clients will maintain 6 feet of distance between themselves and others.

Clients should wash their hands regularly and use sanitizer provided prior to and after their appointment.

Please reschedule your appointment if within the last 14 days:

You have been out of the country

You have been around anyone testing positive for COVID-19?

If you have had shortness of breath, fever, or persistent cough?

IF YOU FEEL UNWELL, PLEASE CALL AT THE EARLIEST POSSIBLE TIME TO CANCEL AND RESCHEDULE YOUR APPOINTMENT, AND STAY HOME. THANK YOU.