

## Office Safety Procedures in Effect During the Pandemic

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

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- There is limited (often no) office seating in the waiting room. Seating in the therapy/testing rooms has been arranged for appropriate physical distancing.
- Clients have been scheduled so that there should be no prolonged interactions between clients, families, or other individuals during pick-up or drop-off for sessions or evaluation.
- I will consistently wear a mask.
- I will maintain safe distancing.
- Restroom soap dispensers are maintained and everyone is encouraged to wash their hands.
- Hand sanitizer that contains at least 60% alcohol is available in the therapy/testing room.
- Appointments are scheduled at specific intervals to minimize the number of people in the office within the same day.
- I have asked all patients to wait in their cars or outside until no earlier than 5 minutes before their appointment times.
- Credit card pads, pens and other areas that are commonly touched are thoroughly sanitized after each use.
- Physical contact is not permitted.
- Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- Common areas are thoroughly disinfected at the end of each day.