



COVID-19 Office Procedures

In order to best serve our clients and their families we are implementing the following procedures. These procedures are meant to minimize traffic into the office as well as possible exposure to COVID-19 to our clients, families and staff members.

1. Therapist temperatures will be taken daily and documented. If a temperature of above 99.9 degrees F is noted, therapy will be canceled for the next two weeks.
2. Patient and accompanying family member temperature will be taken at the door prior to admittance to each appointment. If a temperature above 99.9 degrees F is noted, therapy will be canceled for the following two weeks.
3. We will also be asking a series of questions (ex. In the past week or two have you or household members felt shortness of breath, had a cough, left the state, had contact with a suspected COVID patient or had any other sick symptoms?)
4. If your child, household family member or someone that they are in close contact with (babysitter, etc.) have been exposed to someone who has symptoms or a diagnosis of COVID-19 please cancel sessions for the next two weeks.
5. Therapist will meet the child at the door. There will be **no waiting area** so please wait in your car until the therapist comes out to meet them. Allow for some flexibility as we don't want a bottleneck at the door. Your child will receive their full therapy time; it may just start/end a few minutes later than normal.
6. If your child is able to go into the therapy room without a parent we kindly ask that you remain in your car until the session is over. Please remain in the parking lot in case any emergencies arise.

7. If your child needs a parent in the room with them we ask that only one parent accompany the child. No other children will be allowed in the room during the appointment.
8. Any adult entering the office needs to wear a mask. Therapists will have either a see-through mask or a face shield in place.
9. Upon entering the office the child, parent (if applicable) and therapist will all wash their hands for 20 seconds using soap and water. Hand over hand help may be needed for some children.
10. Toys will be “one use” and then thoroughly cleaned and sanitized before the next use is available. That means that some of your child’s favorite toys/games may not be available to minimize cleaning time needed between sessions. Cleaning agents are EPA and CDC approved to kill viruses (including COVID-19). These may include a bleach solution, Clorox wipes, Pure Hard Surface Disinfectant. Toys will be cleaned and left to sanitize overnight before the next use is available.
11. All shared surfaces (table, door handles, light switches, chairs) will be cleaned between patients and at the beginning and end of every day.
12. If your child is doing well with the platform and insurance is continuing to cover telepractice we ask that you consider continuing with this method to help minimize exposure and foot traffic.
13. If paying by credit card, the card will be kept on file to make it contactless.