

## **Office Safety Precautions in Effect During the Pandemic**

**Our office is taking the following precautions to protect our clients and help slow the spread of COVID-19:**

- There is no seating in the waiting room.
- Our staff members wear masks.
- Our staff members 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 rooms, the waiting room and at the reception counter.
- We schedule appointments at specific intervals to minimize the number of people in the office.
- We ask all clients 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.

**We appreciate your understanding and hope to make this process as**

**seamless, safe, and comfortable as possible. Thank you!**