

Dr. Lofgreen's Policy & Procedures for planning & handling in person office visits for COVID-19

These procedures and actions are aimed at maintaining healthy business operations, a healthy work environment and reducing the risk of transmission & exposure within our workplace to SARS-CoV-2, the virus that causes COVID-19.

1) Stay Home If You Are Sick:

If I have a fever, persistent non-allergy cough, or have a sick family member in my house, I will not come into the office. I will work from home until I am or family member is fever free for a minimum of 14 days. I will notify my co-workers at first sign of symptoms that I share an office suite with of any possible chance of having COVID-19 or being exposed to someone that has COVID-19.

2) Sanitizing Supplies:

The following supplies will be in my therapist office to enable me to sanitize my workspace before and after each session:

- Hand Sanitizer
- Clorox Wipes
- Lysol Aerosol Spray

3) PPE Supplies

The following supplies will be in the break room for me to access and use with clients as needed and warranted:

- PPE Face Masks
- PPE Plastic, Latex Free, Gloves (for single use only and are to be disposed of properly in covered garbage after each use)
- Additional Hand Sanitizer, and Cleaning Supplies

4) Lack of Access to Waiting Room

- The waiting room will be closed to any use at this time. The door to the waiting room will be locked and not allow any clients to enter it.

5) Clients Arriving at the Office

- I will wipe down/spray all light switches, doorknobs and surfaces in my office, including all furniture
- I will wipe down my computer, keypad, touch screen, etc.
- I will keep entry/exit doors to the office locked so that I can regulate who enters and leaves the suite.
- All clinicians in the office will communicate in an effort to keep the number of clients at a minimum in the office at one time and reduce risk of running into another person besides me.

6) While at the Office

- I will always wipe down with Clorox wipes and/or spray with Lysol all surfaces and items I touch (e.g., light switches, door knobs, microwave handle, coffee maker, refrigerator handle, kitchen faucet, counter tops, credit card machine, printer/fax machine, all cabinet handles in break room, file cabinets and file cabinet keys, bathroom toilet handle, bathroom faucet, thermostat, water

cooler) and any other item/surface I may come in contact with while at the office. Coffee, tea, bottled water will remain available for therapists sharing the suite only. I/We will offer water bottles to clients for their use during session should they want one, wiping each bottle with a Lysol wipe before giving to client. The client will take water bottle home with them, not disposing this in the office. Clients will be encouraged to bring their own beverage to reduce further risk.

7) Client Appointments

- All clients will be asked to call/text me when they arrive. They are instructed to wait in the parking lot until you call them to complete the COVID-19 Client Screening Checklist (see attached) to verify as best s/he can that the patient does not have symptoms of COVID-19. If the client answers “YES” to any questions they will be requested that the client reschedule when they, or the person they have been exposed to, are symptom free for a minimum of 14 days. If the client answers “NO” to all screening questions then I will greet them at Suite 150’s side entrance. The side door will be propped open with a doorstopper to allow access for client without touching a doorknob. I will also ensure that this door is locked after the client moves across the threshold into Suite 150.
- My client will take their temperature before leaving their home. If they have a temperature above 100 degrees Fahrenheit they will cancel in-person session. If they cannot take their temperatures at home I can take their temperature using an infrared thermometer. If needing to take their temperature in the office, to ensure privacy this will occur in our side hallway near the side entrance decreasing entry into the office suite. Once confirmed they do not have a temperature above 100 degrees Fahrenheit they will walk to my personal office.
- The client and I will both wear protective facemask in the common area of the building and suite 150. Depending on the agreement between my client and myself the masks may be removed in my office once the door is closed, doing so at our own risk.
- I will escort my client into the office and request they either wash their hands or use hand sanitizer before entering my individual office.
- At the start of the client’s first in-person session the client must agree to and sign the Informed Consent for In-Person Services During COVID-19 Public Health Crisis. This only needs to be signed once. (The Screening Questionnaire needs to be completed at the onset of each session).

8) At the Conclusion of Each Session

- If my client and I have not worn our facemasks during the session, we will place our protective facemask on and instruct our client to do so as well as you escort your client out of our office suite and the building, opening the side door again with the doorstopper for the client to minimize risk of exposure.
- Therapy sessions may be 45 minutes in person to allow for me and client safety by completing cleaning and sanitization procedures between sessions. Therapist will utilize same cleaning procedures as established when they first entered the office for the day, i.e., wiping down all surfaces, furniture, doorknobs, and any other item/s touched during the session. Spray the room and floor with Lysol disinfecting spray.

9) Payment for Session

- Clients will be encouraged to pay via contactless means. If unable to do this, I will use protective gloves while completing transactions and sanitize any items used for this transaction.

10) Additional Provisions

- I will provide adequate communication and notification of these changes in my policies and procedures to clients and my colleagues sharing space in suite 150.
- I will also make sure they are visible and accessible to clients.
- I will communicate with clients to wait in their cars until called by me.
- I will post Client Screening Questionnaire on my website.
- I will provide surplus of Client Screening Questionnaires in my office for extra accessibility.
- I will provide Informed Consent for In-Person Services during COVID-19 Public Health Crisis. This form will also be posted on my website.

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