Starting June 15th, I would like to welcome those who wish to have in-person sessions back to my office. Using telehealth will continue to be the safest option; however, those who prefer in-person sessions over telehealth are welcome under the conditions outlined below. Although the office visit process will look and feel slightly different, I am committed to providing you with the same great care as before this pandemic. While formal, the document below is intended to address safety and liability issues during this unprecedented time.

Please let me know if you have any questions or concerns about my COVID-19 policy prior to your appointment. This policy may be updated if health guidance changes in the coming weeks/months. Please bring a signed copy with you to your appointment. I look forward to seeing you soon. Stay safe and healthy.

Best,

Kristin Slacin, LPC

COVID-19 Policy for In-office Visits

Prior to opening the office, I (we) have taken extra precautions and safety measures to keep you safe. These include extra cleaning from building management and within our office space, wearing a mask, providing extra mask(s) when needed, purchasing an air filter for my office, and maintaining social distancing. As part of the new recommendations I am implementing temporary changes to minimize the risk of transmission.

**Before appointment:**

* By coming to your appointment, you are confirming that you have been following Northern Virginia's current social distancing and masking guidelines and that neither you nor your family/close contacts have had exposure to someone with COVID-19 or are currently experiencing any symptoms of COVID-19. If you have been exposed to anyone with the flu/COVID-19 or are experiencing symptoms such as cough, fever, or shortness of breath, please reschedule your appointment or request a telehealth session.
* Please take your temperature prior to coming in to ensure you do not have a fever. If you have a fever we will need to reschedule or meet via telehealth.
* Please wear a mask at all times. I will wear a mask as well. I may change this requirement for parts of the session but only by mutual agreement once within my individual office. A mask must be worn at all times in the office waiting room and common areas with no exceptions. If you forgot your mask, I can provide one for you.
* When arriving for your appointment please text from the courtyard, downstairs building lobby, or stairwell when you are here. I will text you when I am ready. Please come/depart directly to/from my office without stopping in the waiting area. I work very hard to stay on schedule, but occasionally there may be a short delay. I appreciate your patience.
* Only the client is allowed in the office, except for instances where you require assistance, or we have planned to have a guest attend your session. If guests are allowed, they should self-screen for signs and symptoms of COVID-19 prior to the appointment and should not enter the office if signs and symptoms are present or if they are perceived to be at a high risk of contracting COVID-19 (e.g., having a pre-existing medically compromised condition)

**During appointment:**

* I will keep my mask on and you should keep your mask on unless we first both agree to remove them.
* I am using an air purifier with a True HEPA filter to help capture and filter particles in the air.
* We will keep a minimum of 6 feet distance from one another.

**After appointment:**

* If you develop symptoms of COVID-19, you will notify me promptly so I can take additional precautions.

**Additional information:**

* Our landlord has assured us that the restrooms of the building are being safely tended to by cleaning staff. In addition, the keys supplied for using the restroom will be wiped down periodically by myself and others in the suite. You are encouraged to use the restroom at home when possible. If using these facilities in the building you are expected to follow CDC guidelines related to handwashing and the use of masks in enclosed public spaces.
* There are alcohol wipes provided near the water cooler so that you can wipe down the buttons before and after use. The cooler itself has a UV sanitizing function and water is exposed to UV light as it is dispensed.
* By attending your appointment, you acknowledge that there is some risk of being exposed to COVID-19 and will not hold me, Kristin Slacin LPC, LLC or my colleagues who share the office suite liable for any illness.

I truly appreciate your patience and understanding on the changes that I am implementing. Your safety, as well as the safety of me and my colleagues’ is my first priority.

I understand the COVID-19 Policy and agree to the terms as outlined.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_