Cleaning, Sanitizing, and Disinfecting Protocols and Procedures

Effective May 25, 2020

(Updated May 28, 2021)

As a result of the global pandemic created by COVID-19, Davis Counseling & Play Therapy Center, PLLC is taking active precautions, preventative measures, and best practices in slowing the spread of COVID-19 in accordance with current CDC guidelines and the current state regulations/mandates. In doing so, the following procedures will be implemented and enforced to minimize the risks associated with COVID-19 as your health, well-being, and safety are important to us:

1. Updated Office Hours: Office hours have changed to Monday through Friday 10:00 am to 6:00 pm instead of Monday through Friday 10:00 am to 7:00 pm. This allows for extra time in sanitizing and disinfecting the office. Please note appointment selections will be varied and limited despite current posted office hours.

2. Physical Distancing: There will be a reduction in the amount of people allowed in the office per day, which will reduce the amount of in-person traffic and number of appointments scheduled per day. This limitation allows for proper cleaning, sanitizing, and disinfecting after each session. All frequently touched surfaces and objects in the office and waiting area will be cleaned, sanitized, and disinfected in accordance with the CDC guidelines to maintain best practices in slowing the spread of COVID-19. We ask that everyone maintain appropriate physical distance at any given time in the office.

3. Contactless payment: In order to minimize contact when making payments for sessions, we require that you pay online the day of your scheduled appointment via the TheraNest Client Portal or via the Square Terminal for contactless payment. If you have already submitted a payment prior to a cancelled or rescheduled session for any reason, the payment will be applied to the next scheduled session.

4. At each scheduled session, you (client or parent/guardian of child) will be required to complete a Health Screening Questionnaire the day of your appointment as a means to maintain safety and precautionary measures in protecting you and everyone in the office.

5. If you are sick or experiencing symptoms related to COVID-19 (e.g., coughing, experiencing fever, or flu-like symptoms, difficulty breathing, etc.) or have experienced a known exposure to COVID-19 you will be instructed to re-schedule your appointment until you are no longer symptomatic/asymptomatic (i.e., 14 days as recommended per the current CDC’s guidelines). In cases where an appointment is re-scheduled without providing a 24 hours advanced notice due to sickness or COVID-19 related symptoms, the $50 late cancellation fee will be waived.

6. Hand Sanitization: Everyone entering and exiting the office (includes all areas of the office) is required to use the provided hand sanitizer or the option of hand washing with soap and water for at least 20 seconds as recommended by the CDC guidelines. Hand sanitization will be required of the client (adult/child/parent) before and after each scheduled session.

7. Face Masks: Per the latest state mandate, as of May 28, 2021, everyone must wear a protective face mask over their nose and mouth while in the office including children ages 5 years old and older with the following **exceptions**:

* You (client, minor ages 12 and older, or parent/legal guardian) have received a COVID-19 vaccine (e.g., Pfizer, Moderna, or Johnson & Johnson) and are considered fully vaccinated (i.e., two weeks beyond final COVID-19 vaccine dose).
* Personal choice to voluntarily choose not to wear a protective face mask at your discretion. In doing so, you are held responsible for any associated risks in your choice regarding the potential exposure to COVID-19, and therefore do not hold Davis Counseling & Play Therapy Center, PLLC liable for your decision.
* This counselor is fully vaccinated and will continue to wear a face mask when working with minor clients as a precaution and preventative measure.

Should you need a face mask to wear, we have single-use disposable face masks available to you.

8. Play Therapy and Office Area: Surfaces and toys will be sanitized and disinfected daily. Should your child choose to use the sand tray, an individualized sand tray will be provided to your child to use while at his or her session. The individualized sand tray will be stored in a locked area between sessions, and will only be used by your child.

9. Waiting Area: The toys and books/magazines have been removed from the waiting area to minimize the touchable surface area in reducing the potential spread of COVID-19.

10. If you are not comfortable or feeling safe in resuming in-office appointments, please be advised of the option of telehealth counseling to assist in the continuity of your counseling services during this time.

We appreciate your compliance with our updated protocols and procedures as we provide you and/or your child with a safe and healthy counseling environment in accordance with the recommended CDC’s guidelines and per the current state regulations/mandates as we adapt to the evolving situation created by COVID-19. Thank you.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS.

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Client/Parent/Legal Guardian Signature(s) Date

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Printed Name(s)

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Suzanne Davis, LPC, RPT Date