

HeartSphere Counseling, LLC
Protocol for Returning to Office During Covid-19 Pandemic

While still in the midst of the Covid-19 pandemic, new office protocols for in-office sessions are necessary to maintain client and counselor health. I am committed to these protocols and ask each of you to honor them for your own health as well as the health of others.

- 1. Waiting room will not be in use (furniture will be removed)**
 - a. Remain in your car and text me at 219-779-7817
 - b. When the client prior to your visit has left **AND** I have disinfected the office, I will text you that it is okay to come up for your session.
 - c. DO NOT bring extra people with you unless they are attending the session with you.
- 2. Masks or face shields are required in office for all clients and me**
- 3. Non-contact temperature (forehead) of 100.4 (CDC) will result in cancellation of session**
- 4. Disinfecting office**
 - a. Completed between clients; includes furniture, doors, doorknobs, and other surfaces
 - b. Any equipment used during session will be sanitized
 - c. Completed at the end of the day in preparation for the next day's sessions
 - d. Office building restrooms are cleaned on a weekly basis
- 5. Hygiene supplies available**
 - a. Hand sanitizer will be available in the waiting room
 - i. Use upon entering the office and leaving the office
 - b. Face masks/face shields must be in place
 - i. If forgotten, a one-time use mask will be available
 - c. Nitrile gloves available for use if any equipment is used; e.g., EMDR hand buzzers
 - d. Tissues
- 6. Telehealth still available**
 - a. If you have health issues or are uncomfortable coming into the office for sessions, telehealth will continue to be available to you.
 - b. If you are feeling sick and/or running a fever, do not come in for an office session. You may switch to a telehealth session if so desired, text me at 219-779-7817 and I will switch the session to telehealth
 - c. If I am feeling sick and/or running a fever I will contact you (by text or telephone call) to either cancel the session or switch to a telehealth session.
- 7. Exposure to Covid-19**
 - a. **If you have tested positive, DO NOT come into the office.** Text me to either cancel or make arrangement for a telehealth session.
 - b. If a family member that you are in contact with has tested positive, please self-quarantine for two weeks. Text me to make arrangements for telehealth sessions during the self-quarantine period.
 - c. I will abide by the same rules as noted above.

Following these guidelines will provide you, other clients, and myself the best opportunity to stay healthy while attending in-office sessions. Thank you for understanding the need for these procedures and for following them. It is much appreciated.

Name _____ Date _____