



Office Safety Precautions in Effect During the Pandemic

Our office is taking the following precautions to protect people coming to our office and to help slow the spread of the coronavirus.

- Our clients are asked screening questions at time of booking their appointment.
- Our clients are expected to attend their appointments alone, unaccompanied by family, friends or children.
- Our office door will remain locked. Upon your arrival to the building, please call our office to be asked screening questions again to ensure no answers have changed.
- 1 client permitted in our waiting room at a time.
- The reception desk is equipped with a Plexiglas barrier.
- Office seating in the waiting room and in counselling rooms has been arranged for appropriate physical distancing.
- Our staff and I wear masks.
- Our staff maintains 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 counselling rooms, the waiting room and at the reception counter.
- We schedule appointments at specific intervals to minimize the number of people in the waiting room.
- 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.
- Keeping a log of persons entering the office.