**COVID-19 OFFICE UPDATE**

**YOUR COMPANIES NAME care deeply about your physical and emotional safety and well-being.** Please know that it is our intention to continue to provide all of our clients with support and services during this uncertain time. We are relying on the CDC and the American psychological Association to guide us in our efforts towards our office protocol at this time.

**The following steps are being taken to support your physical and mental health:**

1. **Sanitization**: Please know that we have increased our sanitation efforts in this office. We have removed magazines and mints, and are engaging in daily sanitization of all surfaces.
2. **Masks**: In an effort to reduce risk of transmission, we are requiring anyone who is in the office to wear a mask while in the waiting room and while in session with the therapist.
3. **Social Distancing**: For those of you who are choosing to coming into session, we are encouraging social distancing, including allowing at least 6-feet between client and therapist while in session. In addition, until further notice, please no hugging, touching, or handshaking between anyone in the office. Let us all work together to make this happen.
4. **Prevention:** Please follow all CDC guidelines for personal hygiene, including handwashing and use of alcohol-based hand sanitizer. We recommend doing this before and after your sessions in this office.
5. **Telehealth:** Research supports the use of telehealth in psychotherapy. It is a great tool to stay both physically and emotionally healthy during this time. We want everyone to be as supportive and prepared as possible. **Please talk with your therapist about setting up a telehealth appointment!**
6. **Illness:** If you have a cough, fever, shortness of breath, we ask that you refrain from coming into this office for 14 days. However, telehealth is still an option for you!
7. **Exposure:** If you have had any face to face exposure in the past 2 weeks with an individual who is positive for COVID-19 or who has been exposed to someone who is positive for COVID-19, we ask that you stay home for two weeks.
8. **International Travel:** If you have traveled internationally in the past 14 days, we ask that you stay home and reschedule your appointment.

**Please know that we strive to continue to be a source of support and guidance for you during this time. We’re all in this together and we are here for you**.

**We care about you. Let’s take care of ourselves and each other.**