

CCC COVID Preparedness and Response Plan

These procedures and actions are aimed at maintaining healthy business operations, a healthy work environment and reducing the risk of transmission & exposure within our workplace to SARS-CoV-2, the virus that causes COVID-19.

1) Stay Home If You Are Sick

If you have a fever, persistent non-allergy cough, or have a sick family member in your house, do NOT come into the office. Work from home until you/family member is fever free for a minimum of 14 days. Therapist will notify his/her supervisor of his/her illness as first symptoms appear and will communicate any medical diagnoses as recommended by their physician or medical professional seen.

2) Sanitizing Supplies

The following supplies will be in each therapist's office to enable you to sanitize your workspace before and after each session:

- Hand Sanitizer
- Clorox Wipes
- Lysol Aerosol Spray

3) PPE Supplies

The following supplies will be in the break room for therapists to access and use for themselves and with clients as needed and warranted:

- PPE Face Masks
- PPE Plastic, Latex Free, Gloves (for single use only and are to be disposed of properly in covered garbage after each use)
- Additional Hand Sanitizer, and Cleaning Supplies

4) Lack of Access to Waiting Room

The waiting room will be revised in the following way to minimize exposure by ensuring clients or therapists do not utilize it:

- All chairs will be removed
- All items will be cleared from tables, bookshelf and magazine rack

5) Arriving at Office

- Wipe down/spray all light switches, doorknobs and surfaces in your office, including all furniture
- Wipe down your computer, keypad, touch screen, etc.
- Keep door to CCC office locked

6) While at the Office

Always wipe down with Clorox wipes and/or spray with Lysol all surfaces and items you touch – light switches, door knobs, microwave handle, coffee maker, refrigerator handle, kitchen faucet, counter tops, credit card machine, printer/fax machine, all cabinet handles in break

room, file cabinets and file cabinet keys, bathroom toilet handle, bathroom faucet, thermostat, water cooler and any other item/surface you may come in contact with while at the office.

Coffee, tea, water cooler, etc. will remain available for therapists use only. We will offer water bottles to clients for their use during session should they want one, wiping each bottle with a Lysol wipe before giving to client. Have client take water bottle home with them, not disposing this in the office.

7) Client Appointments

All clients will be asked to call/text you when they arrive.

They are instructed to wait in the parking lot until you call them to complete the Client Screening Checklist (see attached) to verify as best s/he can that the patient does not have symptoms of COVID-19. If the client answers "YES" to any questions then request that the client reschedule when they, or the person they have been exposed to, are symptom free for a minimum of 14 days.

If the client answers "NO" to all screening questions then the therapist will greet them at the building door to allow them access to the building, signaling you are ready for them to enter.

Both you and your client should wear your protective facemask in the common area and depending on the agreement between you and your client the masks can be removed in your office once your door is closed, doing so at your own risk.

You will escort your client into the office and request they either wash their hands or use hand sanitizer before entering your individual office.

At the start of the client's *first* in-person session the client must agree to and sign the Informed Consent for In-Person Services During COVID-19 Public Health Crisis. This only needs to be signed once. (The Screening Questionnaire needs to be completed at the onset of each session).

8) At the Conclusion of Each Session

If you have not worn your facemask during the session, please place your protective facemask on and instruct your client to do so as well as you escort your client out of your office and the building, opening all doors for the client to minimize risk of exposure.

All therapy sessions will be 45 minutes in person to allow for client/therapist safety by completing cleaning and sanitization procedures between sessions.

Therapist will utilize same cleaning procedures as established when they first entered the office for the day i.e. Wiping down all surfaces, furniture, doorknobs, and any other item/s touched during the session. Spray the room and floor with Lysol disinfecting spray.

9) **Payment for Session**

Please instruct client to pay on-line through the website portal. If client is unwilling to pay on-line then we will accept in-person credit card/HSA payments only and therapist will use protective gloves while completing transactions and sanitize keypad after using.

11) **Additional Provisions**

CCC Administrative team will provide the following to ensure adequate communication and notification of these changes in our policies and procedures. We will also make sure they are visible and accessible to clients and staff:

- Post signage on building entrance, notifying clients to wait in their cars until called by their therapist
- Post Client Screening Questionnaire on office entrance door and on CCC website.
- Provide surplus of Client Screening Questionnaires for each therapist, with surplus in break room
- Provide Informed Consent for In-Person Services During COVID-19 Public Health Crisis for each therapist, with surplus in break room. This form will also be posted on CCC website.