

PELTS, KIRKHART ASSOCIATES, LLC

SAFETY PRECAUTIONS IN EFFECT DURING THE PANDEMIC

- *Office seating in the waiting room and therapy and testing rooms has been arranged for appropriate physical distancing and communal items have been removed
- *Masks/face coverings are worn by all in waiting room, halls, and staff areas
- *Staff and clients maintain safe distancing practices
- *Soap/hand sanitizer dispensers are maintained and everyone is encouraged to use them upon entering and between contacts.
- *Appointments are scheduled at intervals to minimize the number of people in the waiting room at one time
- *Clients are all requested to wait in their cars or outside until 5 minutes before their appointment time.
- *Credit card pads, pens, clipboards, and other surfaces that are commonly touched are thoroughly sanitized after each use. Clinicians sanitize appropriate private office surfaces and supplies between clients. Office staff sanitize work stations regularly throughout the day.
- *Physical contact is not permitted
- *Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- *Common areas are cleaned and surfaces frequently touched such as doorknobs and bathroom fixtures are thoroughly disinfected at the end of each business day.