

# Centra

## Protocol For In-office Visits With Your Safety In Mind

- We are asking clients to wait in their vehicles rather than our waiting room to limit the number of people in contact with one another.
- Only clients with appointments will be permitted in the office. If anyone accompanies you to your appointment, they will be asked to wait in their vehicle. Exceptions will be made for clients who need assistance due to medical reasons. Minor children must be accompanied to their appointment by a guardian. Your clinician will determine if you may wait in your vehicle or need to be present in the office.
- When your clinician is ready to see you he/she will call you. You will be met at the front door.
- Your temperature will be taken with a touch free thermometer. Anyone with a temperature greater than 100.4 will be asked to reschedule or schedule a telephone conference.
- You will be asked to submit the **COVID-19** checklist downloaded from the computer or fill one out at the time of your appointment. We prefer the checklist be submitted digitally prior to the appointment.
- You will be asked to use hand sanitizer upon arrival.
- You will be required to wear a facemask if you do not have a facemask one will be provided. Staff will be wearing facemasks.
- If possible, please record your next appointment date and time in your phone. We will schedule your next appointment in the beginning of the session so as to ensure prompt closure to allow time to clean the room for the next patient.
- If you plan to use a credit card it will be kept on file during the duration of the pandemic and is the preferred method of payment. You may call the office with your credit card information prior to your appointment. If you choose to pay by check please have it filled out before the appointment.