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## Summit Psychological Services Office Safety Precautions During COVID-19 Effective July 1<sup>st</sup>, 2021

Summit Psychological Services is taking the following precautions to protect our clients, Administrative staff and therapists and to help slow the spread of the coronavirus:

- Telehealth services are available to clients who cannot come into the office. Clients should check with their therapists about the appropriateness of continuing or starting virtual therapy sessions. Clients will also need to verify their Telehealth benefits with their insurance company.
- All persons are required to take their temperature before leaving to come to the SPS office. The temperature reading must be lower than 100.4 F.
- We recommend that everybody uses the CDC Screening tool app which can be downloaded to a smart phone. This app provides information about whether a person is safe for social distancing or whether COVID-19 testing is recommended. The app uses the same screening questions that you will be asked upon entering the building.
- The elevator is limited to one person at a time or to family members who are in quarantine together. Inside the elevator is a sign which recommends that all persons avoid touching their face after pushing the button and that everyone must wash with soap or sanitize hands after leaving elevator and entering the office.
- Upon entering the building, SPS requires all persons to disinfect their hands using the provided automatic hand-dispenser. There is a sign posted on the front door to that effect.
- Next, all persons will be required to have their temperature taken in the front lobby and their temperature must read below 100.4F.
- All persons will be asked health screening questions after they have had their temperature taken.
- All persons (regardless of vaccination status) are required to wear a mask at all times in the waiting room and common areas. All persons will maintain social distances of 6 feet.
- Inside the individual therapy offices, VACCINATED CLIENTS & THERAPISTS can discuss whether they would like to keep the mask mandate in place or remove them for the session.



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- If clients come into the office in person, they will be required to sign a copy of the Revised Summit Psychological Office Policies During COVID-19.
- Office seating in the waiting room and in therapy/testing rooms has been arranged for appropriate physical distancing and to minimize the number of persons in the waiting room at any one time.
- Automatic hand sanitizer dispensers that contain at least 60% alcohol are positioned around the building and bottles of hand sanitizer are available in the therapy/testing rooms, the waiting room and at the reception counter.
- All toys and magazines have been removed from the waiting room.
- Therapy games and toys are kept in the therapist offices and sanitized immediately after use. The toy cupboard is unavailable.
- Automatic restroom soap dispensers have been installed and everyone is required to wash their hands.
- Automatic hand-dryers have been installed in the restrooms.
- Therapists will schedule appointments at specific intervals to minimize the number of people in the waiting room.
- The time between appointments is used to sanitize surfaces in the therapy rooms.
- SPS asks clients to wait in their cars or outside until no earlier than 5 minutes before their appointment times.
- Credit card pads, pens and other areas that are commonly touched are thoroughly sanitized after each use.
- Clients are given the choice to use a “touchless pay-system” on their phones.
- Clients are given the choice to complete all paperwork via email and to submit it using an encrypted email system. ALL paperwork must be completed prior to session (Consent Forms and Financial Policy).
- Physical contact is not permitted.
- No clients are allowed in the staff kitchen area.
- 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.



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- Masks are available for clients who forget their personal PPE. Gloves are available if needed when in the office.
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