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**Office Procedures During Corona Virus Outbreak**

During this difficult period, when people are rightly concerned about their health and safely due to the COVID-19 corona virus outbreak, we are trying to continue our sessions as normally as possible. As therapists, we find it crucial to balance hype and safety. While anxiety surrounding COVID-19 is disproportionate to CDC-identified risk, public safety in this type of situation is critical. There is no way to 100% prevent spread of viruses, but following best practices is a way we can all do our part to minimize risk.

**Here are some things we are doing at The Conative Group to provide the safest environment we can:**

1. We have implemented a 30-minute rotation for sanitizing our public spaces:
	1. The waiting room doorknobs are being wiped with a hospital-grade sanitizer once an hour.
	2. Disinfectant spray is being used on seating in the waiting room every 2 hours.
2. All books, magazines and puzzles have been temporarily being removed from the waiting room.
3. Each clinician is monitoring their therapy environment and wiping down surfaces and using a spray disinfectant between sessions.
4. All staff has been asked to review current CDC best-practices for home and work, and we are discussing these regularly.
5. Anyone who displays symptoms of illness is asked to stay out of the office.

**Here are Suggestions about what you can do:**

1. If you are sick AT ALL (coughing, sneezing, feverish), PLEASE cancel your appointment!
2. If you are quarantined, please contact the office to discuss tele-health options.
3. If possible, please bring personal hand sanitizer with you since supplies are running out.
4. Before entering the office, please stop at the restroom and wash hands thoroughly with soap and warm water for at least 20 seconds. Use tissues/paper towels when touching restroom doorknobs.
5. Frequently wash your hands with soap and water for 20+ seconds.
6. Cover your mouth with your elbow when you sneeze or cough.
7. Avoid touching your eyes, nose, and mouth.
8. Clean and disinfect frequently touched objects and surfaces
9. Avoid close contact with people who are sick.
10. Stay home when you are sick.
11. Monitor updated recommendations at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



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