

**Office Safety Precautions in Effect During the COVID-19 Pandemic**

Health and safety are always our number one priority. To do our part to help slow the spread of the coronavirus and to protect our clients, staff, and community members, Iowa Family Counseling is taking the following precautions based on CDC recommendations, local, state, and federal guidelines.

* Encourage continued use of teletherapy for sessions and staff working remotely.
* Encourage all staff to get vaccinated.
* All staff are required to wear a face covering (mask and/or shield) in common areas and can opt to remove masks during sessions based on vaccination status of the client and staff.
* Clients and visitors are required to wear face masks in common areas.
* We ask all clients to wait in their vehicles or outside until no earlier than 5 minutes before their appointment time where staff will come and bring them to the therapy room.
* Only the client and 1 adult for child clients are allowed in the office during sessions.
* Office seating in the waiting room and therapy rooms has been arranged for appropriate physical distancing with the temporary removal of nonessential items (magazines, pillows, soft/fabric toys, etc.).
* Appointments are scheduled at specific intervals to minimize the number of people in the waiting room.
* Staff maintain safe social distancing when available.
* Physical contact is not permitted.
* Encouraging respiratory etiquette, including covering coughs and sneezes.
* Efforts to increase ventilation may include opening windows and/or encouraging outdoor sessions (ensuring privacy/confidentiality).
* Staff will use EPA-approved disinfectants and cleaners and are trained on the use; following all necessary dilution and protection practices according to the label.
* Restroom soap dispensers are maintained, and everyone is encouraged to wash their hands.
* Hand sanitizer is available in the therapy rooms and throughout the office.
* Pens, play therapy games and toys, and other items that are commonly touched are thoroughly sanitized after each use and after each session.
* Tissues and trash bins are easily accessed and readily available. Trash is disposed of frequently.
* Common areas are thoroughly disinfected at the end of each day, including doorknobs/handles and light switches.
* Increase the frequency of routine deep cleanings, with a focus on high-touch surfaces such as workstations, printer/copiers, keyboards, tablets, touchscreens, and telephones.

For any questions surrounding our procedures or safety precautions, please contact our office at:

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