Dear Parents/Guardians of Clients,

I have made the decision to begin face to face sessions in my office beginning Monday, July 6, 2020. Telehealth will continue to be an option, and you are not required to return to the office until you are comfortable and face to face sessions are mutually and safely agreed upon. I reserve the right to return sessions back to telehealth, depending on health regulations and client treatment. Attached is a new consent form for you to sign in order to begin or resume face to face sessions.

**My Commitment to Minimize Exposure**

I am taking the following precautions to protect clients and parents/guardians and help slow the spread of the coronavirus:

* The waiting room is closed. All clients and parents/guardians will wait in their cars or outside until no earlier than 5 minutes before their appointment times. Parents can wait in their car, or in the chairs placed in the hallway outside the office. Depending on available office space, an option may be for a parent/guardian to wait in a separate office.
* I ask that clients and parents/guardians use the bathroom before coming to the office. The bathroom is closed. If a client needs to use the bathroom, I am required to wipe down the bathroom after they have exited. This time will be included in the time of the session.
* I will wear a mask. Clients and parents/guardians entering the office are also required to wear a mask.
* Hand sanitizer that contains at least 60% alcohol is available in my office.
* Appointments will be scheduled at specific intervals to minimize the number of people clients come in contact with in the office.
* Contactless payment is required. I will run the credit card you listed on the Client Payment Contract.
* Physical contact is not permitted.

**Changes to the Office/Playroom**

The office/playroom will not look the same as the last time you and clients were in the office. All non-wipeable toys are off-limits and put away. Sand tray will still be available, but each client will have their own personal, smaller sandtray that will be cleaned between each use. Miniatures for sandtrays will still be available, but on a first come, first served basis so they can be cleaned at the end of the day.

Art supplies will need to be brought from home. You can store them in a ziplock bag or box and leave them in my office. If possible, including scissors, glue sticks, markers/crayons/colored pencils will give clients the chance to be able to use art in session.

**Scheduling**

* Appointment times will change. Sessions will start on the hour so that the office and toys can be properly cleaned between sessions and to cut down on traffic in and out of the office, so there is less likelihood of exposure to others. If you have an appointment scheduled July 6 and after, I will contact you to give you a new time.
* Daytime appointments will also be available on Tuesdays, whether in office or via telehealth.
* Scheduling afternoon and evening appointments may be more challenging, and if you require these times, the frequency of your visits may be spaced out farther.

Because health recommendations change frequently, changes to these foregoing precautions, policies and procedures may be amended, added or rescinded.

If you have additional questions, please ask. I am looking forward to working with you all, whether in office or via screen. Thank you for choosing me for your client’s needs.

Best,

Angie