

**Covid-19 Facility Protocol for Office Visits:**

- Remove non-essentials from the waiting areas- magazines, books, etc. give individual packages of tissues.
- Make hand sanitizer and hand washing stations available to all staff, clients, and yourself
- Wash hands before and after each session
- Make a checklist of surfaces to wipe down at the end of the day and beginning of the day
- Post a hand washing policy
- Avoid high fives, handshaking or hugs
- Clinic will maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).