

OFFICE PROTOCOL – JULY 2020

(Please Print)

IF YOU ARE SICK OR SHOWING SYMPTOMS, please don't come in. Call or text me.

IF I AM SICK OR SHOWING SYMPTOMS, I will contact you and cancel our appointment.

- **ON THE DAY OF YOUR APPOINTMENT:**
 - Fill out COVID QUESTIONNAIRE form, on the day of your appointment
 - Bring it with you, sign and date in the office
- Text from the parking lot (404-315-0099), and I will text you when it is OK to enter the office; adequate time will be taken between clients to disinfect surfaces
- I will open the door, so you will not have to touch those surfaces
- Disinfect hands when entering the office; hand sanitizer will be provided
- Remove shoes in the waiting area
- Allow me to open all doors inside the office so you don't have to touch them
- YOU WILL BE REQUIRED TO WEAR A MASK AT ALL TIMES WHILE IN THE OFFICE
 - This is for my protection, and for my family's protection.
 - I will provide a surgical mask if you do not have a mask
 - I will wear a mask for your and your family's protection
- Please do not bring anyone else into the office with you. The waiting area will be closed unless a child needs to accompany their parent to the office, or if someone has to have a driver or other personal assistant. Please advise in advance if you plan to bring someone.
- BRING SOCKS to wear in the office, as there is carpet that cannot be sanitized
- Have your temperature taken using an infrared, no-touch thermometer
- Shower and wear clean clothes, and make no stops between your home and my office
- Preferably wear appropriate session attire underneath your clothes so you won't have to change other than removing outer garments
- A disinfected plastic bin will be available in the treatment room, to hold your outer clothes while you are having your session
- Wash hands after going to the restroom
- Sanitize hands again when entering the treatment room
- Sanitize hands before leaving the office
- I will open the door when you exit, so you do not have to touch those surfaces
- PLEASE BRING A CREDIT OR DEBIT CARD FOR PAYMENT, rather than cash or a check. I have a card reader that will allow you to insert your card, and I will not have to touch it. Signature will not be required.

PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS.

I appreciate your understanding and patience with this new protocol.

You can call or text me at **404-315-0099**, or email libbyeason@gmail.com

Thank you, and I look forward to seeing you in the coming weeks.