

## TPC COVID-19 Virus Management Policy

We will be implementing the following procedures as we open our offices for face to face counseling. This policy follows guidelines of the CDC and recommendations of the governor of Texas. We will continue these procedures until further notice.

**This policy asks all of us to endure a little inconvenience and respond with kindness and consideration for the sake of those most vulnerable and at risk for contracting this very serious disease. It means that we must think and act beyond ourselves until everyone in our community is no longer at risk and a vaccine has been developed.**

1. Drive to 500 Chestnut and WAIT IN YOUR VEHICLE until your therapist contacts you. then come up to the 10<sup>th</sup> floor for your appointment. Arrive at least 10 minutes early to allow time for this screening and checking in!
2. Please put on your FACE MASK and come up the elevator to the office. Go through the office door and check in at the window. We recommend that the client and everyone accompanying the client be wearing a face mask.
3. You will undergo a COVID-19 SCREENING each time you come which will include:
  - a. **TEMPERATURE CHECK:** A remote temperature reading (a thermometer that reads your temperature without touching you) will be taken of the client and any accompanying persons with the client.
  - b. **QUESTIONS:** You will be asked (3) questions:
    1. Are you experiencing a fever, cough, shortness of breath, chills, muscle pain, recent loss of taste or smell, vomiting or diarrhea, and/or sore throat?
    2. In the last 14 days have you traveled to an area and/or to an area where COVID-19 is widespread.
    3. In the last 14 days you have had close contact with a laboratory-confirmed positive of COVID-19 or someone who is under quarantine for suspected COVID-19.

### 4. SCREENING RESULTS

#### LOW RISK:

- a. If you the client or the person(s) with you have a temperature lower than 100.0 degrees and answer, “**NO**” to all (3) questions.
- b. You are cleared for your appointment. Proceed to your therapist’s office. Please wear your mask when you leave the office and continue wearing it until you get to your vehicle.

#### MODERATE RISK:

- a. If you the client or the person(s) with you have a temperature reading of 100.0 degrees and you or any person with you answers, “**YES**” to one of the questions.
- b. It is recommended that you have further screening by calling the COVID HELP LINE at 325-670-2032 or by texting “COVIDHELP” at 325-216-4824. [Click here to begin](#)
  1. You may also contact your own personal family physician.
  2. Please wait 14 days before rescheduling an appointment and follow the recommendations obtained from the screening and/or by consultation with your doctor for your health and for others.

#### HIGH RISK:

- a. If you the client or the person(s) with you have a temperature reading of 100.0 degrees and you or any person with you answers, “**YES**” to all of the questions.
- b. It is recommended that you have further screening by calling the COVID HELP LINE at 325-670-2032 or by texting “COVIDHELP” at 325-216-4824. [Click here to begin](#)
  1. You may also contact your own personal family physician.
  2. Please wait 14 days before rescheduling an appointment and follow the recommendations obtained from the screening and/or by consultation with your doctor for your health and for others.

### 5. THE THERAPIST’S OFFICE

- a. Your particular therapist will discuss with you his or her preference regarding your mask removal and/or his or her own mask removal during the session.
- b. The office furniture, tables, chairs, toys, and other contents in the room will be sanitized after each session.

### 6. THERAPISTS and STAFF

- a. All therapists and staff will follow these same guidelines.
- b. We will be wearing masks to and from the office.
- c. We will undergo the COVID-19 screening as well.
- d. We will be sanitizing common office surfaces and following safety guidelines as recommended by the CDC.
- e. We may not always be wearing masks while providing therapy and/or performing office duties, but we will be diligent about protecting your well-being as best we can.

Any problems or concerns with these policies should be directed to our office manager, Charity Shaver or our safety officer, Patrick Heard if your concern remains unresolved. They can be reached at 325-437-1001.