

## **Collaborative Counseling Center COVID Related Office Policies and Procedures**

*Effective September 2022*

### **Healthy Practices**

The Collaborative Counseling Center will continue to utilize best practices for the mitigation of COVID-19, in an effort to maintain a healthy environment for all.

### **COVID Screening**

- Prior to coming for an in person visit, each client is encouraged to review the COVID screening questions below.
- Clients and caregivers may NOT come to the office if you answered “yes” to the COVID screening questions and/or have been exposed to someone with COVID. Please call the office to either reschedule or ask for a video visit.
- Any client who attends an in-person visit and appears ill or complains of illness will be asked to leave the office and their appointment will be rescheduled. Unless the client becomes ill at the time of the visit, the client will be charged for the visit.

### **COVID Screening Questions**

- Have you or has anyone in your home had contact within the last seven days with any person under screening/testing for COVID-19, or with anyone with known or suspected COVID-19?
- Do you currently have any of the following symptoms? Fever (100.4°F or higher), or a sense of having a fever; persistent cough; shortness of breath that you cannot attribute to another health condition; sore throat that you cannot attribute to another health condition; Loss of taste or smell; chills, nausea, diarrhea, vomiting, congestion/runny nose; new muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise).

### **Mask Wearing**

- Masks must be worn at all times within the Collaborative Counseling Center regardless of vaccination status.

### **Vaccine Status**

- Clients and accompanying parent(s)/caregiver(s) will be asked about their vaccination status by office personnel prior to in-person visits. Proof of vaccination may be required upon request. Vaccination cards will not be part of the client’s medical record.

### **COVID Exposure and Contact Tracing**

- If you contract COVID, or live in the same home with someone who has contracted COVID, please contact your clinician to inform them so that CCC Leadership can follow all CDC and Howard County Health Department protocols regarding notification and quarantine of potentially exposed staff and communication with clients.
- Contact tracing and sanitation protocols will be swiftly implemented. As these steps are taken, CCC Leadership has a continued obligation to protect the privacy of the affected clients, family members and employees and may not disclose their name under protected privacy mandates.

### **Group Therapy**

- In person groups are being offered for vaccinated clients and parent(s)/caregiver(s) may be asked to provide proof of vaccination status to office personnel upon request.
- Parent(s)/Caregiver(s) are asked to drop off and pick up group participants and not stay in the office for remainder of the group unless asked to do so by group facilitator.

**CCC Leadership:** *Brett Greenberger, MD and Emily Greenberger, LCSW-C*

**COVID Workplace Coordinator (CWC):** *Emily Greenberger, LCSW-C*