

**November 20, 2020**

## **COVID-19 VISITOR AND OFFICE POLICY**

### **Client / Visitor Protocol**

1. We encourage all Clients and other Visitors to meet via Zoom Meetings or over the telephone.
2. Should it be necessary to meet in person, appointment must be made in advance
  - a. All visitors will be required to wear a face mask covering nose and mouth
  - b. We have masks available
3. Upon entry to and prior to exit from our office, all visitors will use hand sanitizer
  - a. Provided at front desk
4. We offer a secure portal on our website to upload and submit and documents
  - a. Please contact us to set up portal access
5. Mail should be placed in the box outside the door, or through the mail slot.
  - a. In the event that documents are dropped off or mailed to our office, we reserve the right to 'quarantine' mail for up to 14 days. Plan accordingly

### **Office Protocol**

1. Alternate Days Working in the office
  - a. If there is more than one person in the office at once social distancing
2. When in the office wipe down your area and all light switches and door handles
3. Wash hands often, observing the 20-second hand washing recommendation, including when arriving to the office, after using the restroom, before and after eating, and after coughing or sneezing
4. Office cleaned weekly
5. Self-Monitor your own health
6. If your sick stay home
7. If you are notified that you were that you were directly exposed to COVID inform everyone and Self Quarantine for 14 Days
8. If you test Positive for COVID must inform everyone immediately and Self Quarantine until all symptoms are gone, and no fever without taking something to control it for 48 hours before returning to the office. Highly encourage to retest before returning