



9. COVID-19 IN-OFFICE APPOINTMENT CLIENT INFORMED CONSENT AND WAIVER

This document contains important information about the decision to resume in-person services in light of the public health crisis caused by COVID-19. Please read this agreement carefully and let your provider know if you have any questions.

Decision to Meet Face to Face

Thank you for your trust in our practice. By Signing this consent form you are agreeing to meet in person for all or some future sessions. Given the benefits, and inherent risks, in conducting in-person services while COVID-19 remains an active contagion in our society, we wish to address the ways in which we are working to mitigate the risk of infections at our offices. We strive to protect you and our staff via hygiene and infection control practices informed by the CDC, control practices to contribute to the health and safety of in-person services, and that you recognize that you are voluntarily choosing to seek in-person services with knowledge of the inherent risks of infection. In addition, at any time, you may speak to your provider if you wish to return to Teletherapy appointments.

Our Plan For Office Safety

Headway Therapy Group takes the health and safety of our clients and staff members very seriously, and we strive to provide excellent clinical services in the safest possible environment by taking the following measures:

Clients who are ill will be asked not to come into our offices. Staff members who show any symptoms of a contagious illness, or who have been in contact with those showing symptoms of COVID-19, or testing positive for COVID-19, will be required to stay home.

Pre-Screening: On arrival, clients will complete a brief screening to ensure they are symptom-free and have not had close contact with anyone with COVID-19 symptoms.

Hygiene Practices: Our Staff will be practicing infection control hygiene practices, including covering coughs and sneezes, frequent hand washing, and refraining from handshakes.

Masks: Our building management requires that all people entering the building wear a mask. Our staff will wear masks in common areas.

Waiting Room: We will be asking parents or those coming with clients to wait in their car.

Shared Items: We have removed commonly touched items to help minimize transmissions of the virus, such as magazines in the waiting room and pillows in therapy offices.

During Sessions: To minimize virus transmission in session, seating will be arranged to facilitate social distancing of at least six feet where possible; windows can be opened for air ventilation; and each office and waiting room will be equipped with hand-sanitizer, sanitizing wipes, facial tissues, and trash cans for disposal.

Frequent Sanitizing: Common areas and equipment, such as doorknobs, will be sanitized throughout the day, offices will be sanitized between sessions, and therapy (e.g., Chairs, tables, waiting room, toys, desks) will be sanitized between use, per CDC guidelines.

Scheduling We will be staggering staff schedules that were needed to minimize crowding in the office. We ask for your understanding and flexibility if your usual appointment time is impacted by these schedule changes

Your Responsibility For Protecting Yourself And Others

If you, a family member, or anyone that you have been in contact with in the past 14 days have had symptoms of COVID-19, including fever/chills, coughing, shortness of breath, muscle pain, and/or sore throat, OR tests positive for COVID-19 please do not plan to come into the office. We ask that you take your/your child's temperature at home prior to coming into the office.

Anyone with a temperature above normal is asked to reschedule your appointment or change to a Teletherapy session.

Minimizing Crowding in Waiting Rooms: In order to minimize the number of people and prevent crowding in our waiting rooms, we ask that you enter the office at the time of your appointment and not before. Should you arrive early please wait in your car until the time of your appointment. Please come to appointments alone. In the case of young children, please have only one parent or family member accompany them to the office then, when possible, wait in the car until the session is complete. Please do not linger after appointments in our waiting rooms or the hallways.

Masks: Our building requires anyone entering the building at this time to wear a mask. This applies to all clients and family members who might accompany them to appointments. Please keep masks on in the waiting rooms and all common areas.

Hygiene: You are encouraged to use bathrooms to wash your hands upon arriving for your appointment, hand sanitizer will be available in all rooms, and we ask that clients refrain from touching faces, and maintain social distancing, where possible.

Identification And Notification Of Exposure To COVID-19

Although we are making every reasonable effort to manage infection risk, and believe that most clients are doing the same, we recognize that some individuals with the virus remain asymptomatic and that there is no way to guarantee that those entering our offices will not be exposed to COVID-19. For public health protection, we ask that any client who has been in our offices and subsequently experiences symptoms of COVID-19 or has been exposed to another person with symptoms of COVID-19, please notify our office immediately so that we can take any additional infection control measures and notify others who have been exposed.

Should we learn that any staff member, client, or household member of anyone who has been in our office has symptoms of COVID-19 or tests positive for the COVID-19 virus, we will notify all individuals who have been in our office in the same time frame of the potential that they may have been exposed. Notifications will be provided to those who had been in our offices and may have come into close contact on the day that the infected individual was also in that office. We will not disclose names or the role of the person infected in an effort to protect confidentiality and privacy.

COVID-19 Protocol Coordinator

Amanda Freeman, Ph.D., Owner, is our COVID-19 Office Protocol Coordinator. She is the contact person to

address any questions or concerns and can be reached at (760) 496-8941 or amanda@hadwaytherapygroup.com. Please contact Dr. Freeman immediately to report any exposure to or positive test of the COVID-19 virus.

Disclaimer

We realize these changes might feel strange or uncomfortable, and that the COVID-19 virus situation may change in the coming months. We encourage you to speak with your clinician if you have difficulty adjusting to the new health practices. Teletherapy continues to be an option for you at any time if you are not comfortable coming to the office for in-person sessions.

As clients elect to return to the office for in-person appointments, we have procedures in place to mitigate risk per recommended guidelines. However, as with the transmission of any communicable illness, you can still be exposed to COVID-19 at any time. By signing below, you agree to hold Headway Therapy Group and all staff members harmless in the event that you, or anyone exposed by you, becomes ill with the COVID-19 Virus.

Client Full Name: