Dear Client:

The COVID-19 virus has prompted us to take precautions to protect your health, the health of other clients and our own health. I wanted you and your family to know of the steps that we are taking to minimize the risk.

* If you are ill, have a cough, or a temperature, please cancel your appointment as early as possible. If you must cancel at the last moment, please do so . . . we are not charging *late cancellation fees* for the time being.
* I have ordered an infrared forehead temperature scanner to help ensure that clients who may be ill will not be spreading the illness. We will respectfully decline seeing you if your temperature is elevated and will suggest a consultation with your health care provider.
* We will ask family members to wait in their cars rather than in the waiting room to minimize interpersonal contact.
* When we greet you or say goodbye in the office, we will not shake hands . . . I’m sure that you understand.
* An alcohol-based hand sanitizer is available in my office and we have tissues for your convenience.
* Bottles of water will continue to be provided for your comfort.
* After every session I wipe down surfaces and door hardware with a disinfectant wipe.
* Our restroom has a sink with water and hand soap.  Please feel free to use this to wash your hands and do so for at least 20 seconds. You may wish to use the paper towel to open the restroom door as you exit.
* If you’d rather have an appointment via video, we can offer a HIPAA-secure session through your computer if your desktop or laptop has a functional camera and microphone. Let us know at least a day ahead of time if you’d prefer this option. Five minutes prior to the appointment time, go to [enter website link here] and enter your name in my *virtual waiting room.*  You must “allow” your browser to use the webcam and microphone.

I have attached the procedures for using the portal for a *telehealth* session and some hints from the CDC for coping with the stress that may be useful. Please never hesitate to call with questions or concerns.

Thank you for your trust.

Sincerely,