

*Due to the COVID pandemic, our office has initiated the following protocol:*

- 1. All clients are asked to please wear a mask while visiting the office.*
- 2. When entering and leaving the office, all clients are asked to use the hand-sanitizer.*
- 3. We ask that all clients try to use the bathroom prior to coming to the office.*
- 4. We are trying to keep traffic flow to a minimum, so when you enter the office please be seated (keeping six feet apart from others in the waiting area). We have set up an intercom system; your counselor will let you know when they are ready to see you and will buzz you in. Please go directly to your counselor's office as she will be waiting to you to start your session.*
- 5. Appointments will now be scheduled electronically in your counselor's office prior to ending your counseling session.*

*Thank-you so much for your cooperation...We will all get through this together!*

