**ABHS OFFICE POLICY**

**PERTAINING TO PREVENTING THE SPREAD OF NOVEL CORONAVIRUS**

**WE ARE MAKING EFFORT TO PREVENT THE SPREAD OF THIS KNOWN PATHOGEN,**

**NOT BECAUSE WE ARE AFRAID, BUT BECAUSE WE ARE CAREFUL**

**AND WE TAKE PUBLIC HEALTH SERIOUSLY.**

**(modified 5/1/2020 and posted on our website at www.abhs.com)**

1. In general, ABHS clinicians are conducting Telehealth sessions (usually by secure video) at this time, instead of seeing people in person at the office. If you wish to be seen in person, you may discuss this with your individual clinician who can determine needs and appropriateness with you.

***In the event that a client and clinician agree to see each other face-to-face in the office, both the client and clinician must be wearing a mask covering mouth and nose to prevent any droplet spread from either party. (A homemade cloth mask is fine; this does not need to be an N-95.) In addition, we ask that clients wait in their cars until the time of the appointment, then come to Suite 214 and your clinician will open the door and accompany you directly to the therapy room without your waiting in our small lobby.***

1. Any clinicians or staff of ABHS with symptoms of cough, fever, or shortness of breath must remain out of the ABHS office until testing for Coronavirus has been completed and is negative. If a clinician is diagnosed with COVID19, that clinician must remain out of the office until s/he obtains medical clearance to end quarantine.
2. **Clients (and those accompanying clients) may NOT to come into the office** with any symptoms of **cough, fever, or shortness of breath**, until testing for Coronavirus has been completed and is negative. ABHS will waive our late-cancelation fee if a client reports having these symptoms. (A mask is no substitute for this rule.)
3. All door handles and frequently touched items associated within the shared ABHS office (Suite 214) will be disinfected at least twice per day (lunchtime and end of the day) Monday-Friday (office working days).
4. Individual therapists practicing in the office are responsible for disinfecting arm rests, clipboards, pens, and any shared surfaces within their own therapy rooms daily.
5. Hand sanitizer will be provided for client use. Please wash your hands with soap after using restrooms or public transportation, after being in public gathering places or institutional settings, and before eating. Try to keep your hands away from your mouth, nose, and eyes if you have not just washed your hands.
6. **Video/Phone sessions:** For self-pay clients, phone or video sessions will be held at the standard in-person rates. For those using insurance to cover sessions, sessions will be billed to your insurance company. Companies with which we hold “in-network” contracts are covering telehealth sessions. We cannot guarantee that out-of-network insurance will reimburse you for telehealth sessions.
7. This document may be updated periodically as recommendations and situations evolve.