

## **BREAKTHRU COUNSELING & CONSULTING, P.C. (BCC)**

### **BCC COVID-19 Risk Reduction Procedures**

My office is taking the following precautions to protect our clients and help slow the spread of the coronavirus.

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- Office seating in the therapy room has been arranged for appropriate physical distancing.
- The receptionist and I wear masks.
- All Clients are asked to wear masks.
- Staff maintains safe distancing.
- We ask clients to refrain from bringing friends or family into the waiting area if these individuals are not involved in the client's session.
- Restroom soap dispensers are maintained and everyone is asked to wash their hands both before and after each office visit/session.
- Hand sanitizer that contains at least 60% alcohol is available in the therapy room.
- We schedule appointments at specific intervals to minimize the number of people in the waiting room.
- We ask all patients to wait in their cars or outside until no earlier than 5 minutes before their appointment times. If you ask, we will text/phone you when to come in for your session so you can avoid sitting in the common waiting room & come straight into your session.
- In the therapy office, Pens, other items, and areas that are commonly touched are thoroughly sanitized after each use.
- Physical contact is not permitted.
- Tissues and trash bins are easily accessed. Trash is disposed of on a frequent basis.
- We ask that everyone cover any cough or sneeze with a tissue & then throw the tissue in to provided wastebaskets.
- Common areas are thoroughly disinfected at the end of each day.
- Building is cleaned daily by a professional crew.
- Resources re: COVID-19 include:
  1. U.S Federal Government <https://www.coronavirus.gov/>
  2. CDC <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
  3. FEMA <https://www.fema.gov/coronavirus/>

Please direct any questions or concerns about these BCC office precautionary procedures to Dr. Quincy Warner. Please note that these precautionary measures can/will change based on CDC and governmental advisement/regulations/orders and BCC's clinical considerations.