

ATWC Policy Regarding Client Contact in the Office:

Providers are to encourage clients that the client and one additional person should come to appointments. The additional person is encouraged to wait in their vehicle, outside, etc. until the end of the appointment if they are not actively participating in the appointment. ATWC understands that having only the client and one other person attend the session may not always be possible due to siblings, etc.; however, providers are to encourage this.

- Providers will need to confirm if the guardian/caregiver is coming back into the clinic to pick the client up at the end of the session or if the provider will walk the client downstairs to meet the guardian/caregiver at the end of the session if the client is a minor.

Clients who are displaying any signs or symptoms connected to COVID-19 or illness in general should not come to the clinic. General signs and symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Clients will need to enter the offices through the main door in the lobby and exit the office through the back entrance that providers use.

Clients under 18yo will need to be escorted into the kitchen to wash their hands at the beginning of their session. Adult clients will be encouraged to do the same.

Clients are encouraged to bring and wear their own mask if this would make them feel more comfortable. ATWC will not provide masks for clients to wear.

No toys or magazines will be allowed in the waiting room at this time.

Toys and craft items from the kitchen are only to be placed in a provider's office if that provider intends to consistently use the item. All items must be disinfected by the provider before being returned to the kitchen storage area.

Hand sanitizers will remain in the clinic lobby and in the various offices for use.

Disinfectants will be provided in the clinic to use to clean offices in between sessions. Providers are encouraged to wipe down the door handles and common areas of their offices in between sessions or as the provider deems necessary.

Office staff will wipe down the lobby areas and chairs twice daily or as deemed necessary.

Employment Policy of ATWC Regarding Providers and Office Staff:

- Providers and Employees who have [symptoms](#) should notify their supervisor and stay home.
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Sick providers and employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.
- Providers and employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).