



The Kingsbury Wellness & Learning Group

KWLG COVID-19 SAFETY PROCEDURES **Updated September 2021**

Overarching Principles

1. We will follow federal (CDC, EPA) and local (MD Government) Covid-19 safety guidelines and recommendations.
2. We will balance minimization of in-person exposure with the clinical needs of our clients and their families.
3. We will minimize risk for our staff.
4. We will respect trademark/copyrights of psychological test publishers when considering remote and in-person testing modifications.

In-office policies

1. We request that families do not bring more than one caretaker per child. Siblings who are not receiving a service are asked to stay home. Parents may wait in the waiting room or choose to wait outside of the office; please be sure to provide your treating psychologist with the correct phone number to contact you.
2. Masks are required for all individuals in the waiting area. Masks will also be worn by staff and clients engaged in treatment in our offices. We can provide disposable masks and gloves if needed. Hand sanitizer will be available for client use.
3. All individuals entering our office must sign in upon arrival and complete a brief screening questionnaire to review possible covid-19 exposure and symptoms. Individuals will have their temperature taken using a touchless thermometer; those with a temperature higher than 100°F will be asked to leave and reschedule their appointment. We recommend taking temperatures at home as well to avoid any unexpected changes upon arrival.
4. We ask that clients and families communicate travel plans in advance, when possible, to coordinate provision of services. Depending on location of travel, level of risk, and vaccination status, clients may be asked not to attend in-person meetings for two weeks following their return.
5. If an individual is experiencing any symptoms of Covid-19, they will be asked to refrain from entering the office until fever and symptoms have resolved or until obtaining negative Covid PCR testing. If an individual has a direct exposure to Covid-19, we ask that they stay home until 3-5 days after their exposure and obtain Covid PCR testing. Please review the CDC for additional guidance on exposure and quarantine.

General Procedures

6. Where determined to be clinically appropriate, any service that can be provided virtually will, for the time being, remain virtual. This includes, but is not limited to, psychotherapy, diagnostic interviews, and feedback sessions.
7. We will limit occupancy of our office site to 10 people at any one time.
8. We will minimize interpersonal contact among staff and clients by maintaining a safe physical distance (6-feet apart whenever possible), furnish or expand waiting areas to allow for appropriate physical distancing, and coordinating transitions and office hours to reduce hallway traffic.
9. Office surfaces and doors will be sanitized using an EPA-approved disinfectant spray.
10. All materials will be sanitized before and after use.
11. Staff will review their own health and will reschedule if they have a fever or symptoms of covid-19 (cough, shortness of breath, lack of taste or smell).