

COVID Policies

These policies and procedures have been developed in line with guidelines set forth by the Centers for Disease Control (CDC), OutDoWork building management, as well as federal, state, county, and city guidelines. RTC will continue to adjust our procedures based on information from the official sources listed above. OutDoWork is a certified green building.

Social Distancing

- The entrance door to the secure building will be set to unlock for 10 minutes at your appointment time. Please wait in your vehicle until your appointment, then enter into the lobby. Christine will meet you there and escort you to the office.
- Christine will take care to limit close contact during the session.. If you are not comfortable with this level of contact, telehealth sessions are available.
- Every effort will be made to sit 6 feet apart.

Face Covering

- The OutDoWork building management requires that a face mask be worn in the common areas of the building.
- Christine does *not* require masks inside her office.
- If you are more comfortable wearing a mask, please do so. Christine will also a mask upon client request. .

Symptoms and Exposure

- Please stay home if you do not feel well and notify the office.
- The cancellation policy will not apply to those who are unwell and notify the office.
- Please notify Christine if you have contracted Covid or been exposed and need to quarantine. Christine will notify you if she has been exposed and needs to quarantine.
- Telehealth is available to reschedule your session if quarantine is necessary.
- In-person sessions can resume following the most current quarantine policy as outlined by the above resources. (Currently 5 days.)
- Building management will be notified should any client or Christine contract Covid. PHI will not be revealed.

Sanitation

- The building management uses disinfecting protocols weekly.
- Surfaces coming in contact with bodily fluids will be cleaned and disinfected right away.
- Sanitation protocols are followed for office items that you contact.
- Hand sanitizer is available for your use.
- The bathrooms provide contactless flush toilet as well as soap and paper towel dispensers.