



THE FAST TRACK TO BETTER BEHAVIOR

Guidelines for re-opening AKA during the COVID 19 health crisis of 2020.

It is our intention to safely provide in-person mental health services during this health crisis. Here are the guidelines we plan to follow to further ensure your safety and the safety of the people we serve. Please read this and follow the directions.

1. When a client arrives, prior to the start of the appointment an AKA staff member will put on his or her mask and check the client and members of the client's family's temperature. If the client's or family member's temperature is above normal, they will be rescheduled for a telehealth visit or sent home. The client must sign in.
 - a. The thermometer will be kept on the corner of the desk. Temperatures below 100.4 are acceptable.
 - b. After a successful temperature check, have the client hand sanitize. The restroom key is on the table and hand sanitizer is on the desk as well as in the waiting room.
2. When you go to the waiting room to get your client, wear your mask.
3. Ask parents to wait in their cars or outside on the patio. Ask parents to wear a mask when they are in the office.
4. All appointments will be 45 minutes
 - a. Between appointments, use disinfectant wipes on all surfaces that were touched. Pay attention to doorknobs and chair arms. Plush toys and puppets need to be sprayed with the disinfectant.
5. Masking is to be of mutual agreement between client and therapist during session.
6. Keep a safe distance of 6 feet between you and your client whenever possible.
7. Wash your hands between appointments.
8. Do not touch your face with your hands.
9. If you are not feeling well stay home.
10. Parents who remain in the waiting room will be asked to maintain face covering while they are there.
11. To minimize client interaction
12. Staff should strive to remain at a safe distance from clients and each other whenever possible.
13. Encourage clients to wash their hands. The admin team will check soap and towel levels and maintain plenty.
14. We offer hand sanitizer with at least 60 percent alcohol solution.
15. We plan to continue to manually collect co-pays until post COVID-19.
16. Common areas are disinfected daily at the end of the day or before we reopen in the morning.