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## **COVID-19 Office Visit Protocol**

The following regulations are based on the Colorado Department Of Regulatory Agencies' (DORA) latest requirements for working with clients in offices. Video and phone conferencing sessions are available if you prefer.

### **Requirements:**

1. **Masks** - All clients must wear a mask, as will I through the session. Please bring your own, as I will not have extras.
2. **Distance** - A minimum of six feet will be maintained at all times.
3. **Symptoms** - Clients are required to report any COVID-19 related symptoms at least 24 hours prior to the scheduled session. If a client is displaying symptoms prior to the session, the session will need to be rescheduled for the following week without charge. If a client shows up at a session with any symptoms, the session will be cancelled on the spot, and full payment will be expected.
4. **Upon arrival to your session:** Please stay in your car and text me (303.335-7822) to let me know that you have arrived and are ready for your session. I will text you when the office is ready for you. Please do not wait in the waiting room. Please wash your hands or sanitize them before you arrive if possible. I will have wipes and hand sanitizer available for hands and objects like phones.
5. **Water** - No water or tea can be provided, so please hydrate yourself before coming.
6. **Session Timing** - There is at least 15 minutes between each client, so that I can clean the office before the next client arrives. Please respect this sanitation boundary.
7. **Payment** - Online payment is preferred or checks can be mailed to the above address. Please do not bring cash, checks, nor your credit card to the session.
8. **Bathrooms** - You are encouraged to use your own restroom before coming. The code for the building restrooms has been changed as we are working to reduce traffic and potential for contamination.
9. **Personal Items** - Please reduce to a minimum personal items that you bring into the office. If you do bring your cell phone, I request that you turn it off and leave it in your pocket during the session.

Thank you for your support, understanding and cooperation. With abundant well wishes and gratitude.

Rex West  
Ground Counseling LLC